



**Title: Career Agent**  
**Department: Probation**

**FLSA Status: Exempt**  
**Updated: 11/2022**

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### **General Definition of Work**

Performs difficult work providing investigative and supervisory services to offenders; protecting, serving and informing County citizens by promoting successful adjustment and integration of the offender into the community through the restorative justice model; providing enhanced community protection; providing the best environment for encouraging and achieving positive behavioral change in the offender; participating in the development and implementation of correctional programming; participating in various corrections related committees and work groups in the community; providing staff oversight and supervision in the Director's absence, and related work as apparent or assigned. Work is performed under the general direction of the Probation & Court Services Director.

Supervision may be exercised over assigned personnel.

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### **Essential Functions**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

- Monitor probation clients and compliance by conducting office visits, field visits, school visits and program visits.
- Develop case plans and complete assessments to assist with making referrals for services and supports, to assist in facilitating positive change.
- Attend Court for multitude of reasons throughout the Court process, to include pretrial, sentencings and probation violations.
- Write reports to include, but not limited to, bail evaluations, pre-sentence investigations, pre-disposition investigations, probation violations and discharge reports.
- Contact collateral sources to verify client compliance with services and supports, to include by not limited to schools personnel, therapists, chemical dependency counselors, parents/guardians, medical professionals, mental health providers and social workers.
- Enter new clients onto CSTS and document all client contacts on CSTS.
- Assist Senior Agent and Case Aide with their training and development.

### **Knowledge, Skills and Abilities**

Thorough knowledge of the criminal justice system and government politics; thorough knowledge of state law, court rules and professional standards in the field of corrections; thorough knowledge of community resources available to assist delinquency prevention, control programs; thorough knowledge in the rehabilitation of offenders; thorough knowledge of human development and normal and abnormal behavior; thorough knowledge of chemical dependency dynamics; skill in effective interviewing and counseling; excellent verbal and written communication skills; skill in assessing behavioral problems of offenders; skill in effective public speaking; ability to work both independently and as part of a team; ability to manage a caseload and make decisions; ability to oversee staff and provide daily work direction; ability to establish and maintain effective working relationships with judges, attorneys, law enforcement personnel, co-workers, clients and their families, other agency personnel, and the general public.

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### **Minimum Qualifications**

Bachelor's degree and extensive experience, or a combination of equivalent education and experience.

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### **Special Qualifications**

Sex Offender Training.  
Interstate Compact Training (ICOTS).  
Juvenile Interstate Compact Training (JIDS).  
LS/CMI Risk Assessment training.  
Y/LSI Youth Risk Assessment.  
Rule 25 CD Assessment Training.  
Motivational Interviewing (I, II).  
Valid driver's license in the State of Minnesota.

## Working Conditions

*The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.*

- Employees sit most of the time but may walk or stand for some periods of time.
- This classification seldom involves physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements; vocal communication is required for conveying detailed or important instructions to others accurately, loudly or quickly; and hearing is required to receive detailed information through oral communication and/or to make fine distinctions in sound.

Physical Exertion (Pounds)	
Up to 10	Occasional
Up to 25	Seldom
Up to 50	Seldom
Up to 100	Seldom
100 or more	Seldom

Environmental Exposures	
Work near moving mechanical parts	Seldom
Work in high, precarious places	Seldom
Toxic or caustic chemicals	Seldom
Outdoor weather conditions	Occasional
Extreme Cold, non-weather	Seldom
Extreme Heat, non-weather	Seldom
Noise Level	Moderate

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*



«Project\_Title»  
Job Description