



**Title: Senior Probation Agent**

**FLSA Status: Exempt**

**Department: Probation**

**Updated: 11/2022**

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### **General Definition of Work**

Performs intermediate work providing investigative and supervisory services to offenders; protecting, serving and informing the citizens of Pope County by promoting successful adjustment and integration of the offender into the comm. Work is performed under the limited supervision of Probation & Court Services Director.

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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.*

- Evaluates offenders' risk and needs, utilizing objective risk assessments and other screening instruments, administers tests regarding specific need areas, interprets and assesses the information to develop treatment or case plans, and makes referrals for treatment/programming.
- Conducts investigations, research background, evaluate findings, and prepare and present reports and recommendations, such as court-ordered investigations of adult and juvenile offenders.
- Communicates, verbally and/or in writing, with victims, and other community justice partners, including judges, law enforcement, prosecutors, defense attorneys, mental health professionals, child protection, etc., regarding offenders/clients, including providing information to law enforcement recommending arrest or detention of offenders/clients.
- Maintains accurate documentation of case activity, including contacts with offenders/clients, victims, concerned parties and treatment agencies, etc., utilizing department and offender data systems and computer hardware.
- Supervises a mixed caseload of offenders; provides supervision to the offenders released from custody with specific conditions; verifies offender compliance through regular office and field visits and contact with collateral contacts.



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### **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**

Training required within one year of hire:  
Rule 25 Assessment.  
Motivational Interviewing.  
Level of Service/Case Management Inventory.  
Youth Level of Service/Case Management inventory.  
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 always sit 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 expressing ideas by means of the spoken word; and hearing is required to perceive information at normal spoken word levels.

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.*