

**POSITION DESCRIPTION
COUNTY OF FLOYD, INDIANA**

POSITION: Community Supervision Officer
DEPARTMENT: Community Corrections
WORK SCHEDULE: 8:00 a.m. - 4:00 p.m., M-W & F; 10:00 a.m. - 6:00 p.m., Th
JOB CATEGORY: PAT (Professional, Administrative, Technological)

DATE WRITTEN: April 2022

STATUS: Full-time

DATE REVISED:

FLSA STATUS: Non-exempt

To perform this position successfully, an individual must be able to perform each essential function of the position satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Floyd County provides reasonable accommodations to qualified employees and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless those accommodations would present an undue hardship.

Incumbent serves as Community Supervision Officer for Floyd County Community Corrections, responsible for completing intake of offenders, including conducting assessments and explaining rules and requirements, and supervising program clients in various programs.

DUTIES:

Completes intake of offenders to County Community Corrections programs and explains rules and requirements for successful completion. Assesses offenders to determine risk level and sustainability for programs.

Conducts scheduled review with offenders about new information, such as compliance with requirements, drug screening, fees, schedules, treatments, employment, and other such measures monitoring progress in program and documenting information. Maintains case notes for each program clients.

Installs electronic monitoring equipment on program clients ordered to home detention and tracks their location.

Addresses individual needs of program clients. Refers clients to treatment and other programs as needed, including supervising clients on terms of conditions, communicating and coordinating with treatment providers to determine client progress and participation.

Supervises clients on terms and conditions of various programs, such as home detention, alcohol monitoring, and day reporting, including participants requiring higher level of care as determined by probation officers.

Determines client eligibility for home detention, including completing prescreening and submitting required forms to courts, prosecutor, and attorney.

Conducts home and employment visits to ensure compliance with program requirements. Observes and collects urinalysis or oral drug screenings from program clients to determine substance abuse.

Creates and maintains accurate case files, ensuring information updated, accurate, and preparing and submitting reports to proper court or referring agency to detail client progress.

Addresses rule violations with program clients, notifying courts and referring agencies of violations, and attending related hearings for violations and recommending appropriate actions.

Performs related duties as assigned.

I. JOB REQUIREMENTS:

Baccalaureate degree in criminal justice or a related field, or a high school diploma/GED with related work experience, or a minimum 5 years of experience working in the criminal justice field.

Must be at least 21 years of age.

Possession of and ability to maintain required certifications, including Indiana Risk Assessment System (IRAS).

Ability to meet all Department hiring and retention requirements, including passage of a drug test.

Thorough knowledge of Department programs and services with ability to maintain and apply knowledge of evidence-based practices, assist in assessment and implementation, and assist clients in meeting program goals.

Practical knowledge of treatment programs and services available to clients from other government, social, and private agencies.

Practical knowledge of standard office procedures, basic computer skills including word processing/spreadsheet/email, as well as Department-specific software/applications, with ability to apply such knowledge to a variety of interrelated processes, tasks, and operations.

Practical knowledge of basic filing systems and ability to create and maintain accurate and complete department files and records.

Working knowledge of standard English grammar, spelling and punctuation, and ability to complete required documents, correspondence, and reports within Department deadlines.

Ability to properly drive a vehicle and operate standard office equipment, including computers, calculators, printers, scanners, fax machines, telephones, electronic monitoring equipment, and other equipment as needed.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to provide public access to, or maintain confidentiality of, department information and records according to state requirements.

Ability to effectively communicate orally and in writing with co-workers, other County departments, law enforcement, courts, legal professionals, other correctional facilities, treatment agencies, clients and their families, and the public including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to competently serve the public with diplomacy and respect, including occasional encounters with hostile/violent persons.

Ability to understand, memorize, retain, and carry out oral or written instructions and present findings in oral or written form.

Ability to work alone with minimum supervision and with others in a team environment.

Ability to work rapidly for long periods on several tasks at a time, often under time pressure.

Ability to plan and layout assigned work projects and apply knowledge of people and locations.

Ability to read and interpret detailed prints, sketches, layouts, and specifications.

Ability to prepare detailed reports and testify in legal proceedings and in court.

Ability to perform arithmetic operations, such as counting, adding, subtracting, computing, and calculating.

Ability to compare or observe similarities and differences between data/people/things, perform arithmetic operations with data, analyze/compile/collate/evaluate data, and make data-driven decisions.

Ability to occasionally work extended hours and evenings and travel out of town for training and home visits, sometimes overnight.

Possession of a valid driver's license with demonstrated safe driving record.

II. DIFFICULTY OF WORK:

Incumbent exercises independent judgment in interpreting general guidelines, instructions, and rules to adapt them to specific cases and circumstances that arise during the course of performing a broad range of duties, many of which are unrelated to one another and present new or unique problems.

III. RESPONSIBILITY:

Incumbent performs duties within general guidelines where desired results are indicated. Incumbent is responsible for addressing unusual problems and/or circumstances and may discuss these with supervisor. Incumbent's decisions have a substantial impact on departmental operations, and work product is periodically reviewed upon conclusion for soundness of judgment and conformity with departmental standards.

IV. PERSONAL WORK RELATIONSHIPS:

Incumbent maintains communication with co-workers, other County departments, law enforcement, courts, legal professionals, other correctional facilities, treatment agencies, clients and their families, and the public for purposes of exchanging information, rendering service, and providing instruction and mentoring.

Incumbent reports directly to Director.

V. PHYSICAL EFFORT AND WORK ENVIRONMENT:

Incumbent performs duties primarily in a standard office environment, confinement centers, and treatments facilities, involving sitting/walking at will, standing/walking for long period, driving, lifting/carrying objects weighing less than 25 pounds, handling/grasping/fingering objects, crouching, kneeling, bending, reaching, close/far vision, color/depth perception, hearing sounds/communication, and speaking clearly. Incumbent may be exposed to violent/irate individuals and situations involving potential physical harm to self and others. Universal health and safety precautions must be followed at all times to avoid injury to self and others, including wearing protective clothing and equipment.

Incumbent occasionally works extended hours and evenings and travels out of town for training and home visits, sometimes overnight.

APPLICANT/EMPLOYEE ACKNOWLEDGEMENT

The job description for the position of Community Supervision Officer for Floyd County Community Corrections describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description, and understand that it is not a contract of employment. I am responsible for reading this job description and complying with all job duties, requirements and responsibilities contained herein, and any subsequent revisions.

Is there anything that would keep you from meeting the job duties and requirements as outlined?
Yes_____ No_____

Applicant/Employee signature

Date

Print or Type name