



City of Kansas City, Missouri Job Class Specification

Job Title: PROBATION OFFICER II

Department: MUNICIPAL

COURT

Job Code: 4131

Status: EXEMPT

Grade:

EX-2

Summary

Advanced position with critical responsibilities in the Court's Probation and Specialty Court Division. Work involves full coordination and management of policies and procedures for specialty court and specialized dockets at the approval of the division manager and/or judge. Work also includes sustaining relationships with community partners and seeking new partnerships with community agencies. Work involves a high level of detail, coordination, critical thinking, and independent decision making. This position requires extreme flexibility and ability to work with and direct a diverse population.

Duties and Responsibilities

- Evaluates probationers to establish the best course of rehabilitation using evidence-based assessment tools.
- Provides supervision of individuals on supervised probation with the Municipal Court or involved with a specialty court or specialized docket
- Holds scheduled meetings with probationers to ensure compliance and progress with their conditions of probation and gives referrals to necessary resources. Must be able to manage multiple calendars and schedules
- Will be required to perform urinalysis observation and testing for drugs and alcohol through the Court's in house lab.
- Compose written violation reports and submit status updates for the Court both in writing and by testifying in Court.
- Represent court in a professional and ethical manner in all interactions with judges, prosecutors, attorneys, court personnel, community partners, and others. Attend, coordinate, and present at various conferences, engagements, or other community events.
- Cultivate new and existing community partnerships for others to make referrals and coordinate treatment and care for an individual.

Duties and Responsibilities (cont.)

- Advanced knowledge of criminal justice system and evidence-based practices relating to probation and specialty courts, assessments, effective responses to difficult situations and building trust with high-risk clients.
- Ability to mentor, train and lead Probation Officers and other designated staff; Function as Division Manager as assigned on a temporary basis.
- Maintains full working knowledge of all Probation and Specialty Court programs and specialized dockets
- Coordinates with division manager to implement new evidence-based best practices as it relates to probation and/or specialty court services.
- Assist in developing, maintaining, and applying for federal, state, and local grant opportunities.
- Communicate and coordinate information with citizens, private agencies, attorneys, and court staff; can collect, analyze interpret information and have effective communication skills both oral and written.

Technical Skills

Thorough knowledge of Microsoft Office Suite and experience maintaining electronic records.

Ability to: interpret rules, regulations, and policies and to make independent decisions. Perform administrative detail independently, including the composition of important letters, memoranda, and reports. Main and keep complex record files.

Knowledge of case management software is preferred.

Education and Experience

Requires an accredited bachelor's degree in criminal justice, social sciences, or related field and five (5) years' experience in probation or court related work

OR

An equivalent combination of qualifying education and experience.

Certificates/ Licenses/Special Requirements

Must pass evidence-based risk assessment training and certification.

Must pass a background check as prescribed by the City.

Will be required to pass a preemployment drug screen.

May require a valid State-issued driver's license in accordance with the City of KCMO policies.

Supervisory Responsibility

May include supervision of Probation Officer I's, grant funded personnel and/or support staff as assigned.

Supervision Received

Minimal supervision from an administrative superior.

Note: This job description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. Reasonable accommodation will be provided to qualified individuals with disabilities. The City of Kansas City has the right to revise this job description at any time. The job description is not to be construed as a contract for employment.

Created

Revised

08/2022