

Job Title: Adult Misdemeanor Probation Officer (DUI)

Location: Ashland City, TN

Reports to: Adult Probation Supervisor

Job Overview:

The Adult Misdemeanor Probation Officer is responsible for supervising individuals who have been convicted of misdemeanor offenses and placed on probation by the court. The officer ensures that offenders comply with the terms and conditions set forth by the court and helps them reintegrate into society as law-abiding citizens. This role involves regular meetings with probationers, preparing reports, and providing guidance on resources such as rehabilitation programs, community service, and counseling.

Key Responsibilities:

- **Supervision of Probationers:** Monitor compliance with court-ordered probation terms, including fines, restitution, community service, and counseling requirements.
- **Case Management:** Maintain detailed records of probationers' progress, noting compliance, violations, and other relevant information.
- **Court Reporting:** Prepare and present written and verbal reports to the court, including updates on probationers' compliance, violations, and recommendations for modifications to probation terms.
- **Collaboration:** Work closely with law enforcement, social services, treatment providers, and the court to support probationers' rehabilitation and address any violations.
- **Risk Assessment:** Conduct risk assessments to determine the level of supervision required for each probationer, and adjust supervision levels as necessary.
- **Counseling & Support:** Provide guidance to probationers on personal development, helping them access resources for education, employment, and counseling services.
- **Enforcement:** Investigate probation violations and recommend appropriate actions, which may include warnings, revocation of probation, or legal action.
- **Documentation:** Ensure accurate and timely record-keeping of case files, progress reports, and any legal documentation related to probationers.

Required Qualifications:

- Bachelor's degree in Criminal Justice, Social Work, Psychology, or a related field.
- Experience in probation, parole, or related fields preferred.
- Knowledge of local, state, and federal laws as they pertain to probation and criminal justice.
- Strong interpersonal and communication skills.
- Ability to manage time effectively and handle multiple cases simultaneously.
- Proficient in computer systems used for case management and reporting.
- Ability to handle potentially volatile situations with calmness and professionalism.

Preferred Qualifications:

- Experience working with misdemeanor offenders.

- Knowledge of DUI laws, the Ignition Interlock Program, and ADAT/SPOT grants.
- Knowledge of substance abuse and mental health resources.
- Bilingual abilities are a plus.

Work Environment:

- Work will primarily be conducted in an office environment, but may involve travel to meet with probationers at their residences, or in the community.
- Weekly court appearances may be required.
- The position may require handling cases involving individuals with challenging or unpredictable behavior.
- Probation Officer will NOT be authorized to carry a firearm while on duty.

Salary: \$53,352.00

Benefits:

- Health, dental, and vision insurance
- Retirement plans
- Paid time off
- Professional development opportunities