



## **ADULT PROBATION AND PAROLE**

### **Amenities:**

The County of Northumberland offers a full benefits package to employees including health insurance, prescription, vision, dental, vacation, holiday, sick, personal time, and retirement.

### **Position Summary:**

An employee in this class investigates, advises, and counsels individuals on probation or parole to foster their personal, social, and economic adjustment in the community. Work involves the counseling and supervision of individuals on probation or parole, completion of presentence investigation reports, and investigations of pre-parole plans. Work includes a wide variety of contacts with agencies, employers, friends, and families in securing information regarding probationers and parolees, and assisting in developing useful and effective rehabilitation plans. There is an element of physical danger in working with probation and parole violators. The work is regulated by law and well-defined procedures but affects the public safety and the personal liberties of individuals. Work is reviewed in progress through observing the employee in action, through conferences, and upon completion, through the review of reports and recommendations.

### **What You'll Do:**

- Supervises probationers and parolees, investigating their activities to ascertain whether they are violating probation or parole regulations, and providing counseling and other services to help them in their personal, social, and economic adjustment in the community.
- Maintains contact with families, friends, employers, clergy, and other persons concerned with aiding offenders in their adjustment to the community.
- Conducts investigations to determine if pre-parole plans are satisfactory.
- Makes or assists in making arrests, prepares, or assists in preparing arrest reports. Prepares regular reports of activities and contacts completed.

- May conduct presentence and other special investigations and prepare special reports, as required.
- Participates in training sessions, studies texts, and other training materials, and presents detailed reports on training assignments. Trainings may involve both physical and psychological tests where candidates must obtain minimum requirements to perform job tasks.

**Job Requirements/Skills & Abilities:**

- Some knowledge of the principles, methods, and practices of investigations, supervision, and reporting in probation and parole work.
- Some knowledge of the modern principles of criminology and penology.
- Some knowledge of community, social, and economic resources, with emphasis on factors relating to crime and delinquency.
- Some knowledge of casework principles and practices.
- Predisposition to work effectively with disturbed and maladjusted individuals in an authoritative setting.
- Ability to establish and maintain effective working relationships with individuals, other agencies, institutions, and the public.
- Ability to make clear and pertinent statements, orally and in writing, and to prepare clear and concise reports.
- Ability to secure and analyze facts and to exercise sound judgment in arriving at conclusions.
- Capability to handle stressful situations where physical and mental threats and challenges exist utilizing minimum degree of force necessary to control situation.

**Minimum Training & Experience:**

- A Bachelor's Degree, preferably in Criminal Justice field, or Bachelor's with twelve (12) credits in Criminal Justice and six (6) credits Social Sciences
- Must satisfactorily complete Probation Officer Training, including firearms training and all related classes, evaluations and qualifications.
- A valid Pennsylvania Driver's License and personal transportation

**Employment Category:**

- Full Time
- Union Contract, 37.5 hours per week w/ Overtime On-Call as required.
- Salary Range per Union Contract is \$40,056 - \$46,365

Northumberland County is an Equal Employment Opportunity Employer. Interested and Qualified Candidates must send resume to:

Northumberland County Adult Probation and Parole Department  
Timothy Heitzman, Chief Probation Officer  
322 North Second Street  
Sunbury, PA 17801

**The information contained herein is not intended to be an all-inclusive list of the duties and responsibilities of the job, nor are they intended to be an all-inclusive list of the skills and abilities required to successfully do the job.**

