



VALLEY COUNTY JOB DESCRIPTION

Adult Misdemeanor Probation Officer

Department: Court Services
Date Established: March 2023

Reports To: Court Services Director
Date Revised: October 2026

Pay Grade: 4-7
FLSA Status: Non-Exempt

SUMMARY

Incumbents in these positions perform professional probation officer duties to enforce court orders, protect public safety, and facilitate offender rehabilitation across Valley County. Operating under a career series structure, incumbents manage client caseloads utilizing evidence-based practices, validated risk assessments, and targeted intervention strategies. Duties scale progressively from entry-level trainee tasks under close supervision to expert-level case management, peer instruction, and community board leadership under minimal supervision.

Placement and movement within the series (Recruit, Level 1, Level 2, or Level 3) depend on demonstrated experience, educational background, and attainment of Idaho Peace Officer Standards and Training (POST) Probation Officer certifications.

DISTINGUISHING CHARACTERISTICS

- Officer Recruit: Entry-level trainee class. Works under close supervision while acquiring operational skills, learning court procedures, and obtaining the required Idaho POST Basic certification within twelve (12) months of hire. Focuses on office-based client contact and administrative support.
- Officer 1: Full-journey level class requiring Idaho POST Basic Certification. Independently manages standard misdemeanor caseloads under general supervision. Handles field searches (with assistance), 24/7 on-call emergency response, electronic monitoring (GPS/interlock), and out-of-county courtesy supervision.
- Officer 2: Advanced-journey level class requiring Idaho POST Intermediate Certification. Manages complex, high-risk, or specialized caseloads with increased autonomy. Actively drives community outreach, stakeholder education, and interagency collaboration.
- Officer 3: Master practitioner class requiring Idaho POST Advanced Certification. Manages the department's most sensitive or high-profile cases with minimal supervision. Serves as a subject matter expert, conducts peer training/coaching, and represents the department on community boards and criminal justice committees. (*Note: Formal lead authority is retained by the Probation Officer Lead*).

ESSENTIAL DUTIES & RESPONSIBILITIES

(Incumbents may perform any combination of the following duties depending on their assigned level):

- Develops, implements, and monitors evidence-based case plans aligned with validated risk and needs assessments.
- Meets regularly with clients to enforce compliance with court orders, probation terms, and fee obligations; maintains respectful, dignified, and professional interactions.
- Identifies client needs and facilitates enrollment in mental health, substance abuse, and court-mandated treatment programs.
- Utilizes Motivational Interviewing techniques to promote behavioral change, accountability, and successful probation completion.
- Manages client compliance technology, including ignition interlock and GPS tracking systems *(Levels 1–3)*.
- Attends sentencings, revocation hearings, and other judicial proceedings.
- Conducts background investigations and criminal history checks to support court evaluations.
- Prepares clear, factual, legal-grade reports, case notes, and court filings; provides objective verbal testimony and sentencing recommendations.
- Prepares, maintains, and secures confidential physical and electronic case files in accordance with legal privacy standards.
- Oversees and collects urine drug/alcohol screenings (UAs) following strict chain-of-custody protocols.
- Performs physical property searches of probationers with appropriate assistance/law enforcement backup *(Levels 1–3)*.
- Responds to requests from law enforcement agencies for client contact or criminal investigation support *(Levels 1–3)*.
- Administers out-of-county courtesy supervision agreements *(Levels 1–3)*.
- Serves on a 24-hour on-call rotation to handle emergency field calls and probation violations *(Levels 1–3)*.
- Establishes and maintains collaborative relationships with law enforcement, judicial staff, and local service providers.
- Partners with community stakeholders to promote crime prevention, public education, and community wellness *(Levels 2–3)*.
- Conducts peer training, technical coaching, and operational onboarding for junior officers *(Level 3)*.
- Serves as an active department representative on community boards, task forces, and criminal justice committees *(Level 3)*.
- Adheres strictly to the Idaho POST Code of Ethics on and off duty; maintains safe operation of County vehicles.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

General Requirements (All Levels):

- Valid Idaho Driver's License with an acceptable driving record.
- Intermediate computer proficiency, including experience with Microsoft Office, web-based databases, and case management systems.
- Ability to pass a thorough background investigation, criminal history check, and drug screening.

Officer Recruit

- **Education & Experience:** Associate Degree from an accredited college or university in Criminal Justice, Law Enforcement, Social Work, Psychology, Sociology, or a closely related field; OR an equivalent combination of education, training, and professional experience in law enforcement, court administration, or human services.
- **Certifications:** Ability to successfully obtain Idaho POST Basic Probation Officer Certification within twelve (12) months of hire.
- **Knowledge & Skills:** Ability to learn probation laws, court procedures, and case management software; foundational skills in conflict de-escalation, time management, and critical thinking; ability to work effectively under close supervision.

Officer 1

- **Education & Experience:** Associate Degree in Criminal Justice, Social Work, or a closely related field; AND at least one (1) year of professional experience performing probation, law enforcement, or human services casework equivalent to an Officer Recruit.
- **Certifications:** Active Idaho POST Basic Probation Officer Certification (or out-of-state equivalent eligible for lateral transfer).
- **Knowledge & Skills:** Working knowledge of evidence-based case planning, risk/needs assessments, and practical application of basic Motivational Interviewing techniques; ability to manage electronic monitoring systems, participate in field operations, and work independently under general supervision.

Officer 2

- **Education & Experience:** Associate Degree in Criminal Justice, Social Work, or a closely related field; AND a minimum of three (3) years of increasingly responsible experience in probation, corrections, or community supervision.
- **Certifications:** Active Idaho POST Intermediate Probation Officer Certification.
- **Knowledge & Skills:** Proficiency in advanced Motivational Interviewing and managing complex or higher-risk caseloads; demonstrated skill in establishing community partnerships, leading interagency outreach, and resolving volatile situations with moderate guidance.

Officer 3

- **Education & Experience:** Associate Degree in Criminal Justice, Social Work, or a closely related field; AND a minimum of five (5) years of broad, complex experience in adult probation or community corrections.
- **Certifications:** Active Idaho POST Advanced Probation Officer Certification. Specialized training certifications (e.g., Crisis Intervention, Advanced Field Tactics) preferred.
- **Knowledge & Skills:** Expert-level mastery of probation operations and case management; demonstrated ability to deliver peer training, provide technical coaching, and authoritatively represent the department on community boards and task forces; ability to operate with high professional maturity under minimal supervision.

PHYSICAL DEMANDS & WORK ENVIRONMENT

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this position, the employee is frequently required to stand, walk, sit, stoop, kneel, bend, use hands to keyboard or type, handle materials, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds (and up to 50 pounds during field search or physical restraint operations, if applicable). Specific vision abilities required include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus. Sufficient clarity of speech and hearing abilities permits the employee to discern verbal instructions and communicate effectively in person and by telephone.

While performing the duties of this position, the employee works in office, courtroom, and field settings where the noise level in the work environment is usually moderate. Drug and alcohol testing leads to exposure to potentially hazardous bodily fluids, and field searches may include exposure to potentially hazardous drug paraphernalia or volatile situations.