

JOB DESCRIPTION

JOB TITLE: Probation Enforcement Officer
REPORTS TO: Director & Lyon Co. Sheriff
DEPARTMENT: Community Corrections
CLASSIFICATION: NON-EXEMPT

ORIGIN DATE: October 2005
REVISION DATE: August 2020
DEPT. NO: 11
JOB ZONE: 7.0 to < 8.0

- I. **JOB SUMMARY:** This is a non-exempt position. This position is supervised by the Lyon County Sheriff, in consultation with the Director of Community Corrections, and involves the enforcement of terms and conditions of probation during nontraditional working hours and weekends.

The roles, responsibilities, job functions, knowledge, skills and abilities set forth herein may be revised from time-to-time in order to comply with federal and state laws, departmental needs and the changing requirements for this position.

- II. **PRIMARY DUTIES:**

- a. Provide enforcement activity that protects the citizens of the Fifth Judicial District. This activity supports the probation staff and provides them with information to proactively supervise their caseloads.
- b. This position investigates and arrests probation absconders, conducts criminal investigations, performs drug tests, surveillance and high-risk home visits.
- c. Prepare statistical/ case reports in a timely fashion.
- d. Will be available to participate in weekly Drug Court staffing.
- e. Duty to maintain a positive work atmosphere by acting and communicating in a manner so that employee gets along with customers, citizens, coworkers and management.
- f. Being pleasant, respectful and civil with others on the job and displaying a good-natured, cooperative attitude.
- g. Maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- h. Obligation to be reliable, responsible, dependable, and fulfill duties.
- i. Must show up for work on a regular and predictable basis as scheduled.

- III. **INTERMITTENT DUTIES :**

- a. Attend required selected seminars or training sessions.
- b. Provide services for Chase and Lyon County.
- c. Prepare and deliver public relations presentations.
- d. Augment the courthouse security staff as needed.

- IV. **QUALIFICATIONS:** Requires current Class C driver's license.

- a. **EXPERIENCE:** Incumbent must be certified by the Kansas Law Enforcement Training Center.

- b. EDUCATION:** Preferably a graduate from an accredited college or university with major course work in behavioral science, counseling, criminal justice, psychology, social work or sociology. Four years law enforcement experience required in lieu of a bachelor's degree.
- c. KNOWLEDGE:** Must have the ability to receive, interpret and follow verbal and written instructions. Required to read, write and speak English fluently with the ability to speak a foreign language helpful. Must have knowledge of interviewing techniques. Must have knowledge of laws and regulations pertaining to Community Corrections and the State of Kansas.
- d. SKILLS:** Must be able to operate a vehicle, as well as office and communications equipment associated with this position.
- e. Problem Solving:** Problem solving is a frequent factor in this position. While in the field the incumbent will be required to make quick decisions and take immediate action within established procedures, policies and laws.
- f. Decision Making:** It is a frequent factor in dealing with the wide variance of responsibilities and risk factors related to this position.
- g. Supervisory:** Frequently, this position does not have assistance or guidance from another individual. This position will receive feedback from the Judges, Sheriff, Director, probation staff and County Attorney's office. The position incumbent will be expected to act independently when outside advice or controls are not readily available.
- h. Interpersonal:** Continuous contact with outside agencies, clients, probation staff and the public.
- i. Working Conditions:** Will be subject to home visits in less than desirable environments and subject to potentially dangerous situations in field/office visits. May be required to work overtime and subject to emergency calls. Work will sometimes involve occasional temperature extremes in the heat/cold.
- j. Complexity:** This position interacts with all kinds of people, often during times of crisis. By nature, clients assigned to the program could be a potential risk. Contact is made with clients in their homes and in the office. Sometimes the client is under the influence of drugs or alcohol when the contact is made.
- k. Physical Requirements:** Frequently required to lift objects weighing up to 30 pounds, extending from floor to 60 inches in height. May be required to run, crawl, climb, crouch and kneel. Requires enough visual acuity to read and write and operate office equipment. Requires enough hearing level to be able to deal

with the public and communicate with others directly or by telephone. Due to the occasional situations involving a verbally or physically aggressive offender, the incumbent must be able to physically defend him or herself and/or subdue a violent offender.

V. Subject to criminal record check prior to employment. Subject to passing a physical and drug screen prior to employment.

i. **Employees hired after August 2018:** Lyon County/City of Emporia (Company) understands that a job analysis is being completed in compliance with the American's with Disabilities Act (ADA). One of the outcomes of the job analysis is the determination of one or more job specific tests that will either qualify or disqualify the post-offer or post-employment (fit for duty) candidate for the position. For the Classification Series of LYON COUNTY/CITY OF EMPORIA: OFFICE PERSONNEL: **The Company representative hereby acknowledges the following as valid physical requirements:**

1. Employee lifts/carries 50 pounds occasionally (less than 33% of the time or 1-100 times per day).
2. Employee lifts/carries 25 pounds frequently (34%-66% of the time or 100-500 times per day).
3. Employee lifts/carries 10 pounds constantly (67%-100% of the time or over 500 times per day).
4. Employee's position requires pushing a maximum force of 5 pounds.
5. Employee's position requires pulling a maximum force of 5 pounds.

ii. **SAFE LIFTING CRITERIA:**

1. **Floor to knuckle:** 45 lbs.
2. **12" to knuckle:** 45lbs.
3. **Knuckle to shoulder:** 22.5 lbs.
4. **Shoulder to overhead:** 22.5 lbs.
5. **Carry:** 45 lbs.
6. **Push:** N/A
7. **Pull:** N/A

This job description has been examined for compliance with the Americans with Disabilities Act (ADA) and the Fair Labor Standards Act (FSLA).

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

By Signing below, I am certifying that I have read and understand the job description. I also attest that there is nothing in this Job Description that precludes me from performing any of the aforementioned duties with or without reasonable accommodation.

Signature _____

Date _____

Printed Name _____

Lyon County Representative Signature _____