

## CITY OF ST. LOUIS CLASSIFICATION SPECIFICATION

### CLASSIFICATION

**TITLE:** Parole and Probation Officer (Lead)

**CLASS CODE:** 2323

### GENERAL DESCRIPTION OF DUTIES:

Incumbents in this classification are responsible for providing assistance to parolees and probationers, including interviewing, investigating, monitoring and making recommendations to the courts. They are also responsible for guiding and coordinating the work of other parole and probation officers.

### DISTINGUISHING CHARACTERISTICS:

This is a journey-level technical classification in the Corrections and Legal Series - Parole and Probation Group job family within the City of St. Louis. Incumbents perform a variety of moderately complex duties. The distinguishing characteristics of this classification within the series include responsibility for the performance of parole and probation casework services in accordance with established regulations.

Incumbents work under general supervision. While workers require some supervision in most assignments, they are free to develop their own work sequences within established procedures, methods and policies. They are generally subject to periodic supervisory checks.

This is a work leader/coordinator class. Positions have been assigned on a regular or recurring basis partial responsibility for coordinating and guiding the work of at least two or more full time equivalent positions performing the same kind of work. The positions themselves may change periodically or on a regular basis. Typical elements of direct control over other positions by a work leader/coordinator include assigning tasks, monitoring progress and workflow, checking the product, scheduling work, and establishing work standards. This may include employees at more than one location. The work leader/coordinator also has been delegated some responsibilities in assisting the employee who has been assigned regular full supervisory authority, responsibility and accountability in regard to the group of employees. Generally, the work leader *has input into supervisory decisions made at a higher level*, and may have authority to sign leave requests and approve/adjust work hours. Positions at this level are designated team or project leader/coordinator work on a regular and recurring basis. However, in addition to the lead/coordinating responsibilities, the incumbent also can be expected to perform the same or highly similar work as the positions over which the incumbent has lead responsibility.

## **EXAMPLES OF WORK (Illustrative Only):**

*(The list of duties is intended to be representative of the duties performed in positions within this classification. It does not include all the duties that may be assigned to a position and is not necessarily descriptive of any one position in this class.)*

Schedules, distributes/balances and guides the work assignments of co-workers, according to established work flow/assignment requirements, to assist supervisory staff with timely completion of the assigned work load.

Monitors and reports on work performance of co-workers to determine overall conformity to established timetables and quality standards, and documents and communicates employee production levels and training needs.

Trains co-workers, as directed, in specific task, job practices and procedures of parole and probation officers to improve and maintain the performance levels of these employees.

Conducts pre-sentence investigations; collects and evaluates data on offenses, prior records, and personal data, etc.

Investigates complaints of violations.

Identifies, develops, and makes recommendations to the courts for sentencing, treatment, and education alternatives.

Provides casework services to clients; maintains contact with parolees and probationers; implements supervision plans; makes referrals to social service, mental health, and other program services.

Completes and maintains records and reports such as client information records, pre-sentence investigation reports, revocation hearing materials, referral forms, and client status reports.

Monitors court dockets by screening cases.

Conducts field visits to client's workplace, home, hospital, etc.

Reviews and approves all pre-and post-sentence investigations, probation reports and correspondence of other parole and probation officers.

Other duties as assigned.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

### **Data Utilization:**

Requires the ability to perform mid-level data analysis including the ability to coordinate, systematize, deduce, assess, conclude and appraise. Requires discretion in determining and referencing such to established criteria to define consequences and develop alternatives.

**Human Interaction:**

Requires the ability to persuade, convince, influence, train and monitor the work of co-workers and parolees and probationers, in favor of a desired outcome. Requires the ability to act as a lead person.

**Equipment, Machinery, Tools and Materials Use:**

Requires the ability to operate, maneuver and/or provide simple but continuous adjustment on equipment, machinery and tools such as a computer, calculator, copy machine and vehicle, and/or materials used in performing essential functions.

**Verbal Aptitude:**

Requires the ability to utilize a wide variety of advisory data and information such as court orders, compliance plans, referral forms, status forms, statutes, procedures, guidelines, court dockets, and non-routine correspondence.

**Mathematical Aptitude:**

Requires the ability to perform addition, subtraction, multiplication and division; calculate percentage and decimals.

**Functional Reasoning:**

Requires the ability to apply principles of influence systems, such as leading, teaching, coordinating. Ability to exercise independent judgment to apply facts and principles for developing approaches and techniques to problem resolution.

**Situational Reasoning:**

Requires the ability to exercise the judgment, decisiveness and creativity required in critical and/or unexpected situations involving moderate risk to the organization.

**Environmental Factors:**

Tasks may risk exposure to adverse environmental conditions, such as violence and disease.

**Physical Requirements:**

Tasks involve the ability to exert light physical effort in sedentary to light work which may involve some lifting and carrying of objects and materials weighing five to twenty pounds, such as office supplies. Tasks may involve extended periods of visual concentration typically involved in reading files, reports, etc.

**Sensory Requirements:**

Requires the ability to recognize and identify individual characteristics of colors, shapes, and sounds, associated with job-related objects, materials and tasks.

The City of St. Louis is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City of St. Louis will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the City.