



# LAWRENCE COUNTY ADULT PROBATION AND PAROLE OFFICE

## JOB POSTING

(Start Date to be Determined)

**JOB TITLE: ADULT PROBATION AND PAROLE OFFICER AIDE**

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**Position: Probation Officer Aide**  
**Department: Adult Probation**  
**Status: Non-Exempt/Union**  
**Salary: \$31,022.15**

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The Adult Probation and Parole Officer Aide plays an important role in the day-to-day operation of the Adult Probation and Parole Office by providing general administrative support that requires daily interaction with officers and other support personnel, clients and their families, attorneys, law enforcement and human services agency personnel, and personnel from other Court of Common Pleas and Lawrence County offices.

The Adult Parole and Probation Officer Aide at all times acts in a manner consistent with, and aimed at furthering, the vision, mission, goals, and operating principles of the Lawrence County Court of Common Pleas' Adult Probation and Parole Office. The individual must possess the ability to work well with others without regard to their race, religion, color, sex, gender identity, sexual preference, ancestry, age, national origin, disability, marital or veteran status, economic, and educational backgrounds. It is understood that the Adult Probation and Parole Officer's work will be performed in a competent, timely, collaborative, and professional manner, and in strict accordance not only with all applicable laws, but also with the high standard of ethical behavior that is the hallmark of the Lawrence County Court of Common Pleas. This includes maintaining the confidentiality of information and documents and recognizing that all work produced is the property of the Adult Probation and Parole Office.

The Adult Parole and Probation Officer Aide works closely with other members of the Adult Probation and Parole team, as well as with other County and Court departments and staff, to assure that offenders' resource needs are being met. The Adult Probation and Parole Officer Aide must be able to build rapport with others and to interact effectively and cooperatively with law enforcement and human services agency personnel. A professional demeanor and appearance are necessary at all times.

**The Adult Probation and Parole Officer Aide displays the following leadership qualities:**

- An enthusiastic dedication to innovative public service and to customer-driven service and personal growth
- The capability of describing and expressing, in public conversation as well as during one-on-one mentoring, the value of personal accountability for the success of colleagues and the Court of Common Pleas
- A clear grasp of essential performance behaviors and operational goals and an active, day-to-day desire and effort to learn more

- Self-motivation, with the ability to shift priorities to meet needs when unanticipated problems occur
- The capacity to create a sense of purpose, even in stressful times, and to generate and maintain a high level of morale
- The ability and willingness to assist others in reaching their potential
- The ability and willingness to work with others as a team player who feels a sense of responsibility not only for his/her own success, but for the success of colleagues as well as clients/offenders.
- The ability to anticipate and respond appropriately to difficult or dangerous situations
- Flexibility and the ability to respond to important situations and tasks that fall outside of typical weekday work hours

The individual in this position must be able to perform satisfactorily each of the Essential Functions described below, must consistently demonstrate the ability to handle numerous tasks and responsibilities and the ability to anticipate and meet deadlines, and must have outstanding organizational skills with meticulous attention to detail. The individual must anticipate and respond promptly, in a professional manner, to internal and external customer requests.

#### **Administrative Essential Functions**

- Communicates effectively orally and in writing
- Demonstrates effective interpersonal skills, including presenting information effectively and responding to questions from the Court, County officials, colleagues, law enforcement and other criminal justice agencies and the public
- Maintains effective working relationships with the Court of Common Pleas and County staff, as well as with external organizations and customers, such as government entities
- Leads, motivates and works closely with people of all skills and backgrounds
- Works with other staff and offenders/clients in one-on-one and small group situations
- Knowledge of the policies and procedures of the Adult Probation and Parole Office
- Knowledge of the processes and protocols of the Lawrence County Court of Common Pleas
- Knowledge of basic computer skills
- Accesses and inputs data into and retrieves data from computer information systems
- Assists departmental leaders in raising questions and facilitating discussions of ways to measure key areas in which operational performance is succeeding and where it needs to improve
- Maintains confidentiality of information

#### **Operational Essential Functions**

- Greets and screens visitors at window, ascertains the purpose of their visit, and determines the nature of their business or inquiry and on that basis refers the visitor to the appropriate personnel, personally responds to his/her request, or provides appropriate information
- Collects and enforces payment of fines, costs, restitution and any other court ordered monies; applies these payments through the appropriate system
- Answers phones and transfers calls to the appropriate extension
- Monitors and responds to or refers voicemail messages and/or email messages
- Responds to requests to speak with a supervisor by gathering information from the call, including name, employer, and purpose of the call, and transfers the call to the supervisor after relating this information

- Delivers outgoing and internal mail to the internal post office on a daily basis, with the exception of the sentencing packets for the judges, which are delivered directly to their offices
- Date-stamps and screens incoming correspondence
- Determines which mail/petitions require further information
- Identifies incoming mail/petitions pertaining to clients and forwards to appropriate staff
- Takes general questions from offenders regarding their supervision and assures they are answered or referred promptly
- Schedules and confirms appointment dates and reschedules if necessary
- Logs in offenders reporting for appointments and notifies officers of their arrival
- Assists offenders with change of address, travel permits, and completion of any other necessary forms
- Prepares sentencing and or revocation packets for the court, which include calculation of offenders' jail time credit, criminal complaints, record checks, pre-sentence investigations, and any other information that is deemed necessary by the court
- Reviews court orders and enters data into appropriate offender system, updates files accordingly, and prepares parole packets
- Enters and maintains the offenders' assessments in the AOPC system for appropriate collection
- Prepares transfer documents for county and state offenders
- Assists Probation Officer in preparing for any court hearings, which may include day's credit, treatment status, and any other information needed for the proceedings

#### **Physical Essential Functions**

- Walks, stands, sits, kneels, pushes, stoops, reaches above the shoulder, grasps, pulls, bends repeatedly, climb stairs
- Sits for extended periods of time
- Works in normal indoor exposure to dust/dirt
- Moves about within the Courthouse and other County facilities to access other staff and materials
- Speaks and hears clearly
- Handles and uses office implements and equipment frequently
- Performs tasks with manual dexterity (e.g., use of fingers, hands, and arms)
- Lifts, moves, and/or carries up to 30 pounds on a consistent basis, and on occasion up to 40 pounds
- Withstands exposure to weather occasionally
- Works with offenders who carry or may carry active hepatitis, HIV, or other infectious diseases

#### **Education, Experience and Training**

- High school diploma or GED; business school or associate's degree desirable, or an equivalent combination of education and experience
- Valid Pennsylvania driver's license

#### **Job Location (Places where job is performed)**

- Lawrence County Courthouse and locations throughout the county and surrounding communities

**Equipment (Examples of devices, tools, etc., used in job performance)**

- Computer, fax, calculator, copier, telephone, pager, cell phone, portable radio, camera, and vehicle.

It is the policy of the County of Lawrence not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment.

Additionally, the Americans with Disabilities Act (ADA) require employers to reasonably accommodate qualified individuals with disabilities. It is the policy of the County of Lawrence to comply with all Federal, state, and local laws concerning the employment of persons with disabilities so long as not to cause undue hardship to the County of Lawrence or facility to which employed. An individual who performs the essential job functions of the job with reasonable accommodation, without undue hardship, will be given the same consideration for that position as any other employee or applicant.

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