



## NOTICE OF POSITION OPENING

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**POSTING NUMBER:** 60315OTT29  
**POSITION CLASSIFICATION:** Probation/Parole Officer II (Mental Health Supervision Program)  
**OFFICE LOCATION:** Ottumwa  
**WORK AREA:** Wapello and surrounding counties  
**SUPERVISOR:** Kurt Rosenberg, Probation/Parole Supervisor  
**SALARY RANGE:** Pay Grade 27 (Starting pay - \$47,403.20 annually)  
**SHIFT/HOURS/SCHEDULE:** Full-time position, 40 hours per week, usually 8:00AM to 4:30PM, with some evening work required. Schedule needs to be flexible to meet the needs of the position and in facilitating treatment groups and meetings which will occur at times other than the regular office hours.

**GENERAL DUTIES:** Performs extremely difficult and complex professional casework and/or provides critical treatment services to offenders on a specialized mental health caseload. Will serve as team leader and act as a liaison between all involved entities while operating the program under the mental health court model.

**MINIMUM QUALIFICATIONS:** Per job description.  
**DATE AVAILABLE:** April 20, 2018  
**DAYS OFF:** Saturdays and Sundays.  
**OTHER REQUIREMENTS:** Ability to travel to various work sites, possession of or ability to obtain a valid driver's license, ability to be insured under district's auto insurance. Applicants must also successfully pass a psychological examination as provided by law, and a comprehensive background check, prior to placement in this position.

**APPLICATIONS MUST BE RECEIVED BY:** April 30, 2018

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Only **typed and signed** applications will be accepted. All applications must include a résumé and be mailed, faxed, or emailed to the Fairfield Administrative Office. Applications submitted by e-mail should be sent to [jenny.roberts@iowa.gov](mailto:jenny.roberts@iowa.gov). All electronic submissions must include an original signature to be considered.

Department of Correctional Services  
Attn: Jenny Roberts, Administrative Asst.  
P.O. Box 1060  
Fairfield, IA 52556  
FAX # 641-472-9966

For additional information regarding the position, please contact Kurt Rosenberg at 641-472-4242 ext. 519 or at [kurt.rosenberg@iowa.gov](mailto:kurt.rosenberg@iowa.gov).

The Department is an **Equal Employment Opportunity/Affirmative Action** Employer.

# IOWA DISTRICT DEPARTMENTS OF CORRECTIONAL SERVICES

#60315

## PROBATION/PAROLE OFFICER 2

### GENERAL STATEMENT OF DUTIES:

Under general supervision, performs moderate to difficult professional casework involving adult offenders on pretrial, presentence, probation, parole or work release status. Performs related work as required.

### DISTINGUISHING FEATURES OF THE CLASS:

The essential nature of the work is to provide structured services to individuals referred for investigation or placed under the Department's supervision. A Probation/Parole Officer 2 is assigned a great variety of cases and must investigate and report findings and recommendations in clear and concise statements concerning persons assigned to field or residential supervision. A Probation/Parole Officer identifies offender needs and problems through various intake and counseling techniques and devises a plan for the offender to successfully complete the course of supervision. The work environment of a Probation/Parole Officer may vary, requiring flexibility in carrying out specific job requirements.

### EXAMPLES OF WORK: (illustrative only)

Prepares and presents accurate written and oral reports on offenders for the Courts, Parole Board, Administrative Hearings, In-house Staffings, and outside agencies in compliance with established deadlines. Such reports may include presentence, probation/parole violation reports, or reports for modification and/or revocation of supervision.

Effectively communicates with offenders explaining conditions of supervision, legal terms, legal documents, policies and procedures, etc., in a clear and understandable manner.

Interviews offenders, reviews documentation and makes referrals to community resources for the purpose of obtaining information which will assist in identifying treatment needs and developing effective intervention strategies targeted at reducing recidivism. This may include conducting client management classification or other criminogenic needs assessments, as well as reviewing pre-sentence investigations, psychological/psychiatric reports, substance abuse evaluations, family history, work history, educational background, criminal history, etc.

Formulates and negotiates a case plan with offenders designed to address identified treatment needs. Determines staff and community resources available to address those needs and

makes referrals as appropriate. Closely monitors and evaluates case plan progress and involvement. Amends case plan as necessary.

Conducts individual counseling with offenders in areas such as: education, employment skills/problems, personal problem resolution and family related issues. Mediates crisis incidents in family, job or domestic situations. May facilitate or co-facilitate group counseling in specialized areas such as sex offenders, substance abuse, youthful offenders, cognitive restructuring, domestic abuse, etc.

Maintains a case file for each offender verifying that the necessary documentation is contained and accurate. Documents offender-related contacts in files and strictly adheres to department policy and the Iowa Code as they relate to the confidentiality of records.

Regularly communicates observations and perceptions with co-workers, supervisors, and referral agencies to enhance an effective team approach.

Consistently enforces procedures and monitors offender behavior to ensure compliance with supervision. Confronts offenders for rule violations or inappropriate behavior in an assertive, constructive and fair manner while maintaining a reasonable balance between treatment and punitive actions.

Supervises and coordinates offender financial matters. Assists with budget planning and ensures compliance with the Iowa Code in making payments for residential facility rent, restitution, enrollment fees, and other financial obligations.

Recognizes and responds to potentially dangerous acting out utilizing good verbal de-escalation skills and, if warranted, using the least amount of force necessary to gain control of the situation. Approaches situations with the safety of all involved as the primary objective.

Assesses/identifies alcohol/drug use and conducts urinalysis/breathalyzer tests.

Regularly uses general office equipment, to include computers, fax machines, copy machines, and the telephone.

On a regular basis, will enter or revise data in the statewide Management Information System.

### DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Ability to organize and prioritize a voluminous and demanding workload in compliance with established deadlines.

Professional knowledge of casework and counseling theories and techniques as they relate to human behavior.

Ability to accurately and succinctly write descriptions of human behavior in English using proper grammar, correct spelling and sentence structure.

Ability to read, understand, and apply the Iowa Code and Departmental policies to a variety of situations.

Ability to use effective interpersonal skills in dealing with offenders, co-workers and the public.

Ability to relate effectively and with sensitivity to people of a different gender, culture or ethnic group.

Ability to negotiate with and elicit acceptable behavior from offenders while assisting them consistent with policy.

Ability to assert one's self in dealing with others while retaining composure under pressure and remaining objective.

Ability to solve problems exercising good judgment in a variety of situations.

### REQUIRED EXPERIENCE AND TRAINING:

Graduation from a four year accredited college or university; or

Graduation from an accredited two-year or a minimum of 60 credit hours from an accredited college or university and two years of human services/criminal justice experience; or

Satisfactory completion of 18 months as a Probation/Parole Officer I in a district or a similar position in another jurisdiction or agency.

### SPECIAL REQUIREMENTS:

Must satisfactorily complete required pre-employment testing and background investigation, including criminal history data.

Barring reasonable accommodation under the Americans With Disabilities Act, employees must possess or have the ability to obtain a valid driver's license, and the ability to be insured under the district's auto insurance coverage.

Must adhere to the use of universal precautions in the performance of job duties in order to minimize the potential risk for exposure to bloodborne pathogens.

### SELECTIVE REQUIREMENTS:

May be required to satisfactorily complete LSI training, based on assigned job duties.

For certain positions that work in specialized units, as determined by the Employer, one or more of the following may be required:

Ability to satisfactorily complete a background investigation;

Ability to obtain a weapons permit and to carry a weapon on duty;

Ability to satisfactorily complete training at the Iowa Law Enforcement Academy or a similar training institution approved by the Employer.

ESSENTIAL FUNCTIONS:

Ability to communicate with the offender population, criminal justice and related agency staff and other involved parties in individual and group settings.

Ability to establish a case file; review and document observations, assessments and other related information in offender case files within specified time frames.

Ability to comprehend critical information and complex issues to make decisions within established policy guidelines, time frames and legal parameters.

Ability to assess offender characteristics and circumstances and organize internal as well as external resources to address offender risk management and treatment plans.

Ability to travel to various work sites and participate in work activities such as training, Court/Administrative hearings, and other related community functions.

Ability to utilize available technology in the performance of job duties.

Adopted March 1, 1987  
Revised July 1, 1990  
Revised January, 1993  
Revised March, 1993  
Revised October, 1996  
Revised March, 2000  
Revised August, 2002  
Revised February, 2003

Approved

Date

*Merric J. Murray, Human Resources Director 2/25/03*