



Adult Probation Officer

Department: Adult Probation Office

Revised: August 21, 2023

GENERAL DESCRIPTION

The employee in this position investigates, advises and counsels offenders under the jurisdiction of Lycoming County's Common Pleas Court. Through an Evidence based supervision approach, the employee will work to foster the offender's personal, social, and economic adjustment in the community. The work includes a wide variety of contacts with community agencies, education programs, friends and families in securing information regarding probationers and assisting in developing useful and effective rehabilitation plans and other duties assigned. The position entails field duties such as community-based supervision, searches and arrests that will require the employee to undergo specialized training in the use of defense tactics, TASER and firearm certification.

SPECIFIC DUTIES

- Supervises probationers and parolees and maintains contact with their families, friends, employers, clergy and attorneys.
- Conducts investigations to determine if pre-parole plans are satisfactory.
- Makes/assists in making arrests.
- Performs minor administrative duties for the court.
- Performs related work as required.

QUALIFICATIONS

- Requirements include a bachelor's degree in social work, criminal justice, corrections, or related field.
- Required to carry a firearm and Taser and complete all required training
- Ability to establish and maintain effective working relationships with individuals, other agencies, institutions and the public.
- Considerable knowledge of casework principle and practices.
- Knowledge of principles of criminology and penology is desirable as well as knowledge of casework principles and principles and practices.

- Thorough knowledge of county probation/parole policies and procedures.
- Ability to exercise good judgment and maintain tact, composure, and confidentiality.
- Preferred knowledge of related rules, procedures, and terminology
- Commitment to demonstrating conduct that inspires public confidence and trust in the Courts, preserves the integrity of the Court system, and reflects a commitment to serving the public.

SUPERVISORY RESPONSIBILITIES

None

WORKING CONDITIONS

Office environment with the potential for a high degree of mental and emotional distress due to interactions with individuals who are in highly stressful situations.

HOURS: 40 per week (Monday – Friday from 8:00 a.m. to 5:00 p.m. with some evening hours required)

Company Description

County of Lycoming is a county in the U.S. Commonwealth of Pennsylvania and comprises the Williamsport Metropolitan Area. Lycoming is Pennsylvania's largest county by area and is a great place to live and work, offering outdoor adventures, history and culture, and sporting events.

Providing quality customer service to our citizens, business owners and visitors is County of Lycoming's top priority and that starts with our employees.

We offer an award-winning comprehensive benefits package, including generous paid holidays and vacation, a deferred benefit retirement plan, deferred compensation retirement plan availability, affordable medical and dental coverage, innovative wellness programs, extensive professional development opportunities, and more.

County of Lycoming is an Equal Opportunity Employer