



# Idaho County

*Court Services—Probation*

## Probation Officer

*Adult and Juvenile*

**Salary:** \$20—\$24 DOE

**Status:** Full-time (37.5 hrs/wk) with full benefits

**Closing Date:** June 27, 2025

### Application Materials

Online: [www.idahocounty.org](http://www.idahocounty.org)

In person: 320 West Main, Room 28

### General Summary

Provides probation services for juveniles and adults to include managing cases, preparing social histories, counseling, substance use testing, developing programs and supervising community service work. Uses skills that enables development of a positive and collaborative working relationship with probationers and their families to assist them to change their behaviors.

### Essential Functions

- Thoroughly investigate probationers personal history, background, and environment including conducting interviews.
- Utilize a variety of tools to complete initial and on-going assessments of probationers, refer probationers to community resources for services
- Develop case plans and manage caseload to monitor compliance with court-order terms of probation
- Administer, observe and collect substance use tests in close personal spaces
- Write court reports and other court-related documents, appear and present in court
- Make home, school, field, and work visits to monitor probation
- Manage community service work program including scheduling, supervision and establishing work sites
- Enroll probationers in electronic monitoring and install monitoring equipment
- Utilize computer-based software/programs to maintain case notes, case plans and contact probationers.

### Additional Functions

- Attend on going training and education
- Perform related functions and duties as required

### Job Requirements

- High school diploma or GED, preferably supplemented with an AA/AS degree and/or work experience with at-risk youth or adults, criminal justice or a related human services field, will consider an equivalent combination of education and/or experience;
- Must be at least 21 years old
- Must obtain a POST Juvenile Probation Certification or Adult Misdemeanor Probation Certification within (1) year of hire and the remaining certification during 2nd year of employment.

- Must pass a criminal background check;
- Must possess and maintain a valid driver's license
- Knowledge of community resources available to assist probationers and aid in case plan development
- Possess excellent problem solving skills
- Possess excellent verbal and written communication skills
- Skill in operation of personal computer and Microsoft Office Suite
- Ability to plan and organize work
- Ability to effectively assess risk factors, reach appropriate conclusions and articulate those conclusions written and verbally
- Ability to work with a diverse population and counsel juveniles and adults
- Ability to maintain confidentiality
- Ability to communicate clearly in stressful situations
- Ability to create and maintain effective working relationships

## **POST Certification Requirements**

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The job requires that the incumbent meet POST Standards for Probation Officer per IDAPA Rules 11.11.01.

## **Work Environment and Physical Demands**

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- The incumbent will be required to work flexible schedules, which many include work on some week-ends, evenings, nights, and/or holidays;
- Work is performed both in an office and field environment;
- Requires sufficient personal mobility and physical reflexes, to permit the employee to function in a general office environment and to physically respond to emergency situations in the field and office.

## **Disclaimer**

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To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accommodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals in the job. Management has the exclusive right to alter this job description at any time without notice.

**Completed applications should be returned to:**

**320 W Main Room 28 or email: [nmcdonald@idahocounty.org](mailto:nmcdonald@idahocounty.org)**

**Resumes encouraged**

**Idaho County Court Services | 320 West Main Street, Room 28, Grangeville, ID 83530**

Office: 208-983-0339 Fax: 208-983-0529

[idcourtservices@idahocounty.org](mailto:idcourtservices@idahocounty.org)