

# State of Georgia Job Description

**Job Family:** Law Enforcement  
**Job Code:** PSP242  
**Job Title:** Juv. Probation/Parole Spec 3  
**Functional Level:** Professional Law Enforcement (PLE)  
**Pay Plan:** Law Enforcement Salary Plan (LAW)  
**Grade:** LH  
**Salary Range:** \$42,317.52 - \$54,684.65 - \$67,051.77

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## **Job Summary:**

Under broad supervision, provides social services to assist in rehabilitating law offenders in custody or on probation. Makes recommendations for actions involving formulation of rehabilitation plan and treatment of offender, including conditional release and education and employment stipulations.

## **Primary Duties & Responsibilities:**

- Interview probationers and parolees regularly to evaluate their progress in accomplishing goals and maintaining the terms specified in their probation contracts and rehabilitation plans.
- Recommend remedial action or initiate court action in response to non-compliance with terms of probation or parole.
- Administer drug and alcohol tests, including random drug screens of offenders, to verify compliance with substance abuse treatment programs.
- Prepare and maintain case folder for each assigned youth offender or offender.
- Discuss with offenders how such issues as drug and alcohol abuse and anger management problems might have played a role in their criminal behavior.
- Conduct pre-hearing and pre-screening investigations and testify in court regarding offenders' backgrounds and recommend sentences and sentencing conditions.
- Inform youth offenders of requirements of conditional release, such as office visits, restitution payments, or educational and employment stipulations.
- Write reports describing offenders' progress.
- Investigate legal issues.
- Write reports or evaluations. Counsel clients or patients with substance abuse issues.
- Arrange for medical, mental health, or substance abuse treatment services according to individual needs or court orders.
- Supervise people on community-based sentences, such as electronically monitored home detention, and provide field supervision of probationers by conducting curfew checks or visits to home, work, or school.

## **Entry Qualifications:**

Associate degree in a related field from an accredited college or university and four (4) years of job-related experience in a social services delivery setting; or six (6) years of direct case management job-related experience working with offenders and their families in a social services delivery setting; or two (2) years of experience at the lower level Juv. Probation/Parole Spec 2 (SSP131) or position equivalent; or two (2) years of experience at the lower level Juv. Probation/Parole Spec 2 (PSP241) or position equivalent.

Must possess and maintain State of Georgia P.O.S.T. certification within the first (6) months of employment.

## **Preferred Qualifications:**

In addition to Entry Qualifications, Preferred Qualifications may be added by the agency.

**NOTE:**

*The above job description represents the general nature, primary duties and responsibilities, and qualifications for the work performed by employees within this job, but is not a comprehensive and exhaustive list. Employees may be required to perform other duties as assigned, and specific duties, responsibilities, and activities within the core nature of the job may change at any time with or without notice. Employees must be able to perform the essential functions of the job, as specified by the employing entity, with or without reasonable accommodation.*