

10th Judicial District Court

City of Mountain Home – Job Announcement

The City of Mountain Home is an Equal Opportunity Employer – we will make any reasonable accommodation necessary to ensure equal employment opportunities

- 1) A criminal background check is required for all City of Mountain Home positions.
- 2) The City of Mountain Home does not accept unsolicited resumes.
- 3) A separate application must be submitted to apply for another open position in the City.
- 4) Only completed applications with work history will be accepted.
- 5) A resume may accompany the City application but will not be substituted for any part of the application.
- 6) Accompanying resumes must refer to the specific job posting in order to be considered.
- 7) Applications must include complete work history and references.
- 8) Applications will not be accepted by fax.
- 9) Interviews will be set up by the Department.

POSITION DETAILS:

Date Posted: 2/17/22 Department: 10th Judicial District Court Title: **Probation Officer**
Posting Expires: UNTIL POSITION FILL Grade & Status: Grade 10 FT Contact Phone: **870-425-7042**
FLSA: Non-Exempt DAYS & HOURS OF OPERATION: **8:00am – 4:30 pm Monday – Friday / may vary**

WHERE TO APPLY (in person or via us mail): City of Mountain Home HR –
720 S. Hickory St., Mountain Home, AR 72653 or on Indeed.com

JOB NOTICE -

APPLICANTS MUST BE 18 YEARS OF AGE OR OLDER. APPLICANTS MUST MEET OR EXCEED ALL REQUIREMENTS.

TITLE: City Probation Officer

DEPARTMENT: Tenth Judicial District Court of Baxter County, Mountain Home, AR

GRADE: 10 FLSA: NON-EXEMPT

JOB DESCRIPTION: The work of this position involves managing cases for the City involving individuals placed on probation in order to complete payment of fines, completion of court orders and for reporting purposes. The work affects the accuracy of court records and information exchanged with the general public. The employee will oversee the issuance of warrants and related tasks which will conform to state and local legal procedures.

ESSENTIAL JOB DUTIES AND RESPONSIBILITIES:

- 1) To punctually supervise the probation of citizens convicted of misdemeanors and placed on probation through the District Court. To visit weekly and/or monthly with offenders. To maintain records of performance of Court orders, whether it be educational, community service or other Court ordered activities by offenders.
- 2) To maintain receipts for payment of probation fees and to account therefore to the District Court. To maintain accurate records of probation offenders. Maintain accurate notes of Restitution paid through Probation Department.
- 3) To prepare and perform tasks requested or directed by the District Court relating to the Probation Office and service of probation by offenders from the District Court. The issuance of all contempt citations for delinquent offenders.
- 4) To review the partial payment records of offenders in the District Court for the purpose of discovering those individuals who are in violation of non-payment of fines and to request the issuance of warrants therefore. To set up fine extensions.
- 5) To place all community service workers during the week and jail time imposed on all offenders in District Court at appropriate facilities approved by District Court. To supervise the Community Service Program, keeping records of completion, and working with the city and county staff in actual supervision of said work. Also assist jail time or community service for other cities.

- 6) To assist in the preparation of alternate probation plans to assist offenders in achieving non-criminal lifestyles ie. Shelters, rehabs, etc.
- 7) To maintain contact with the Court, City Police Department and/or Sheriff's Department on a 24 hour basis 7 days a week. To answer phones for Probation Department and return messages promptly.
- 8) Keeping records of completion, and working with the city and county staff in actual supervision of said work. Enter completion of community service in system. To determine jail credits issued to Defendant and accurately enter in computer.
- 9) To facilitate the faithful execution of the orders of the District Court concerning offenders who are placed in care of the Probation Officer.
- 10) To perform any other duties set forth in Arkansas Law. Must maintain professional appearance decorum and attitude at all times and when dealing with all government offices.

SPECIFIC KNOWLEDGE, SKILLS, ABILITIES OR EDUCATION:

- 1) Knowledge and mastery of current office procedures.
- 2) Knowledge of District Court procedures and processes.
- 3) Skill in operation of typewriter, computer, copier, calculator and fax machine.
- 4) Skill in interpersonal relations, written and oral communications.
- 5) Skill in basic mathematical and bookkeeping calculations, including monthly reports.

IMMEDIATE SUPERVISOR:

The Chief Court Clerk will supervise daily tasks and assignments with the District Judge as Department Head.

Work will be assigned in terms of general instructions requiring the employee to use his/her judgment. Employee determines work methods for completing assigned tasks and requests assistance from supervisor if a problem arises. Completed work is reviewed for compliance with general operating procedures, accuracy, and the nature and propriety of the final results.

PHYSICAL DEMANDS:

The physical demands described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions and expectations. While performing the functions of this job, the employee is regularly required to talk or hear.

WORK ENVIRONMENT:

The work environment characteristics described herein are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions and expectations.

WORKING CONDITIONS:

Work is typically performed at a desk or table with intermittent standing, stooping or walking and occasional lifting of light objects. Work is performed either in an office or courtroom.

MINIMUM QUALIFICATIONS:

- 1) Must possess a high school diploma and previous experience in probation, law enforcement or community service work, or have completed an auxiliary or reserve deputy course.
- 2) Must have the ability to have interrelationships with many government agencies and professionals employed within the judiciary and legal community.

The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and/or requirements

The above information is intended to describe the general nature of this position and is not to be considered a complete statement of duties, responsibilities and/or requirements.

Hillrey Adams, Mayor

Brian Plumlee, City Clerk

PUBLIC NOTIFIED VIA:
CITY BULLETIN BOARDS
WORKFORCE SERVICES
CITY WEBSITE
INDEED.COM