



CLASS TITLE | PROBATION OFFICER

PAY GRADE: AT-28 | www.cityoftulsa.org/pay

Class Code: 2554

Effective Date: 10/11/2023

PURPOSE OF THE CLASSIFICATION: Under general supervision performs work in the probation and associated cost administration, including reporting and correspondence, maintenance of case records, assisting clients to rehabilitation services, supervising adults and juveniles under conditions of release or various prosecution statuses, prepares court reports and document cases, ensures compliance from probationers, investigates allegations of non-compliance; and performs other related duties as assigned.

ESSENTIAL TASKS:

- Interviews, directs, monitors, and assists youthful and adult offenders in complying with court-ordered rules and conditions of probation
- Evaluates, plans, implements, and coordinates the options and services required to meet court ordered probation requirements, including researching alternative and out-of-state assignment locations
- Assigns work assignments and courses as stated in the Rules and Conditions of Probation to offenders, entering relevant information into an electronic court management system
- Conducts pre-sentence investigations as ordered by a judge, prepares social histories, interprets and writes special reports for use by the court
- Conducts background checks of violations of city, state, or federal law at the end of the probation period for each offender, communicating with external agencies as necessary
- Documents assignment completion with all levels of the Criminal Justice System and evaluates and reports offenders' progress to the court which may include testifying in court
- Maintains several databases, including logs of active offenders, beneficiaries of court programs, and payment arrangement statuses, and communicates with offenders regarding any status changes or questions
- Issues payment extensions to offenders with eligible cases, including taking pleas and entering minutes as needed and counseling with defendants regarding payment compliance
- Shares relevant resources and partnerships in capacity as cost administrator to citizens that vocalize financial difficulties
- Enters updated payment extension information into an electronic court management system
- Reports to work on a regular and timely basis

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

QUALIFICATIONS:

Training and Experience: Must meet one of the following criteria or an equivalent combination of training and experience per Personnel Policies and Procedures, Section 100:

1. (a) Graduation from high school or possession of a General Educational Development Certificate (GED); **and**,
(b) Five (5) years of experience of experience relevant to the essential tasks listed in this job description; **or**,
2. (a) Completion of sixty (60) hours from an accredited college or university in coursework related to the requirements of this job description; **and**,
(b) Three (3) years of experience relevant to the essential tasks listed in this job description

Knowledge, Abilities and Skills:

Knowledge of:

- Good knowledge of word processing, databases, and spreadsheet software
- Good knowledge of diversity, equity and inclusion best practices



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- Good knowledge of the principles, methods and practices of investigations, supervision and reporting in probations work
- Good knowledge of community social services programs and their purposes
- Basic knowledge of court system operations and electronic data management systems
- Basic knowledge of the traffic and criminal codes of the City of Tulsa and State of Oklahoma

Ability to:

- Communicate effectively verbally and in writing
- Maintain accurate records and write reports for efficient management of substantial caseloads
- Ability to utilize the highest level of interpersonal skill to understand, select, develop, and motivate internal and external customers from various diverse backgrounds
- Become Criminal Justice Information Services compliant and maintain confidential records

Skill in:

- Applying the rules of grammar, spelling, punctuation, and principles of mathematics
- Manual and digital administrative practices and Microsoft applications

Physical Requirements: Physical requirements include arm and hand steadiness and finger dexterity enough to use a keyboard and telephone; occasional lifting, carrying, pushing, and pulling up to 25 pounds; subject to sitting for long periods, standing, bending, stooping, reaching, kneeling, climbing, walking; and vision, speech, and hearing sufficient to perform the essential tasks.

Licenses and Certificates: Possession of a valid Oklahoma Class "D" Driver license.

WORKING ENVIRONMENT: Working environment is primarily indoors in an office setting and occasionally outdoors and in inclement weather; requires some travel to various locations to attend training and conduct worksite inspections and training.

EEO Code: N-02

Group: Cultural, Legal and Sciences

Series: Municipal Court