



BINGHAM COUNTY

Is Recruiting for the Position of

ADULT PROBATION SERVICES MALE PROBATION OFFICER

September 22nd 2025

Salary: Starts at \$22.07 hour – DOQ/DOE

Full time - County Benefits Included:

Including 13 Paid Holidays/6 Weeks Paid Parental Leave, Health Insurance, Public Employee Retirement System of Idaho (PERSI)

Closing Date: Open Until Filled

Pay Grade: N20

FLSA Designation: Non-Exempt

Purpose Of Class/Primary Function

The principal function of an employee in this class is to provide team-based services. Assist in cases that include adult violent, sex, substance abuse offender cases, and drug and mental health court cases. Duties include participating in staffing meetings, establishing and maintaining accurate and complete files, meeting regularly with clients, conducting home visits, conducting drug and alcohol tests, attending court hearings, and working closely with court staff to ensure adults on probation complete court orders. The work is performed under supervision of the Adult Probation Services Chief Administrator but leeway is granted for the exercise of independent judgment and initiative. The principal duties of this class are performed in an office or court room environment that may occasionally involve exposure to physical violence and erratic behaviors. Reasonable accommodations will be considered for qualified individuals with disabilities to perform the essential functions of this role.

Essential Duties and Responsibilities (will vary by assignment)

- Attends and participates in staffing meetings;
- Manages caseload of adults on court-ordered probation;
- Conducts home visits; monitors adherence to probation orders;
- Administers drug and alcohol tests;
- Meets with clients to review or adjust case plans;
- Makes recommendations to court for sentencing and probation violations;
- Ensures court orders for adults are carried out; assists clients comply successfully with court orders;
- Attends drug court and drug court staffing for adult felony and misdemeanor hearings and treatment options;
- Works closely with court judges;

- Provides guidance to Probationers;
- Sets up and maintains detailed and complete files and records for each client; develops reports for courts; enters appropriate information into ISTARS system;
- Administers all adult probation services ensuring compliance with governing federal, state, County, and other applicable laws, statutes, codes, ordinances, guidelines, standards, objectives, and policies and procedures;
- Maintains strict confidentiality;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

Other Duties and Responsibilities:

- On-call as needed;
- Assists Sheriff's Deputies in arresting clients who violate conditions of probation;
- Assists office personnel as needed;
- Performs other related duties as required.

Competency Requirements

Knowledge of:

- Methods, techniques, procedures, tools, and objectives of adult probation;
- Criminal justice system and court practices and procedures;
- County and Department programs, policies, procedures, and operations;
- Operation of standard office equipment, a personal computer, and job-related and specialized program applications;

Ability to:

- Plan, organize, direct and coordinate integrated services and operations for adults through court-ordered probation;
- Implement and monitor compliance with policies and procedures and applicable federal, state and County laws, statutes, ordinances, standards, and guidelines;
- Maintain strict confidentiality;
- Prepare oral and written reports and maintain records, logs, reports, and documents;
- Establish and maintain effective working relationships with staff, other County employees, judges, attorneys, court staff, law enforcement personnel, supervisors and administrators, state and local elected and appointed officials, and the public;
- Communicate effectively both orally and in writing;
- Deal tactfully and diplomatically with government officials, elected and appointed officials, and the general public;
- Make sound and reasonable decisions in accordance with laws, ordinances, regulations, and established procedures;
- Maintain a professional demeanor during stressful situations; respond courteously to customer inquiries, which are sometimes controversial or adversarial;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines and set priorities;
- Operate standard office equipment and a personal computer using program applications appropriate to assigned duties;

- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks.
- Maintain a valid Idaho driver's license and be insurable.

Acceptable Experience and Training

- High school diploma or GED, with Associates Degree in criminology or social services preferred;
- Two (2) years experience in adult probation or related services; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties and responsibilities of the classification.

Special Qualifications

- Idaho POST certification;
- Certified Alcohol and Drug Counselor preferred;
- Bi-lingual skills preferred;
- Idaho Licensed Social Worker preferred.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities which permits the employee to discern verbal instructions and to communicate effectively in person and on a telephone;
- Sufficient visual acuity which permits the employee to comprehend written work instructions, prepare required reports, monitor caseloads, administer drug and alcohol tests and operate a motor vehicle;
- Sufficient manual dexterity which permits the employee to prepare written reports, handcuff adult offenders, operate a motor vehicle and operate a personal computer;
- Sufficient personal mobility, flexibility, and balance which permits the employee to operate a personal computer, operate a motor vehicle and perform field investigation and monitoring activities; and
- Jobs in this class require performing repetitive motions in fingering and hand/wrist/arm movements and standing for four or more hours at a time. Related job tasks may require lifting or moving up to 50 pounds occasionally, physically restrain an individual, and stooping, bending, crouching and reaching.

Benefits

Bingham County offers a highly competitive benefits package including membership in the Public Employee Retirement System of Idaho (PERSI), paid time off, holiday pay, paid parental leave, as well as medical, dental, vision and life insurance. If you would like to view all of the benefits Bingham County offers our full-time employees, please visit our website: www.binghamid.gov , then click on Human Resources and that will take you to our web page and on the left side you will see "Employee Benefits", if you click on this you will see our Benefits page.

How to Apply

A job description and the **Application** may be picked up at the Bingham County Courthouse, Department of Human Resources, Room 223 or you may find the application on our website: www.binghamid.gov. When you have completed the **Application** and have attached all of the required documentation, you may submit it by bringing it to the address listed above, or you may mail it to this address: 501 N Maple #202, Blackfoot, Idaho 83221. If you choose to mail it, it must be received in the office by 4.00pm on closing day, if there is one. You may also fax the paperwork to (208) 782-2681 or email it to L.Pope: lpope@binghamid.gov by the closing date and time.

The back page of the **Application** is an Authorization for Release of Records and Personal Information. You will need to sign this document in front of a Notary Public. You may bring a picture ID with you to the Courthouse and Laraine Pope in HR will notarize this page for you.

If your application is not complete or does not have the required documentation, you may not be considered for this job posting.