



## Twin Falls County MALE-Adult Probation Officer

<b>SALARY</b>	\$23.90 Hourly	<b>LOCATION</b>	Twin Falls County, ID
<b>JOB TYPE</b>	Full-time	<b>JOB NUMBER</b>	202600033
<b>DEPARTMENT</b>	Adult Probation (Magistrate)	<b>OPENING DATE</b>	04/16/2026
<b>CLOSING DATE</b>	4/23/2026 10:00 PM Mountain		

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### Position Information

Apply ONLINE at [www.twinfallscounty.org](http://www.twinfallscounty.org)

*Twin Falls County offers a highly competitive benefits package to full-time employees including holiday pay, paid vacation, paid personal days and paid sick leave. We offer medical, dental, and vision insurance, as well as short-term disability benefits, life insurance, and a PEHP plan. We are on the PERSI retirement plan and also offer a Deferred Compensation (voluntary retirement) plan.*

For specific information regarding Twin Falls County's benefits, visit the Benefits section of our web page.

### Job Description

#### CLASSIFICATION SUMMARY

Administers a caseload of clients to monitor compliance with court-ordered term of probation. The principal duties are performed in an office environment although some fieldwork may be required to determine client compliance with probation terms and conditions. The position includes exposure to potential personal danger and often includes working irregular hours. The work is performed under the supervision of the Leadership Team of the Probation Department with considerable latitude granted for the exercise of independent judgment and initiative

### Duties / Responsibilities

#### ESSENTIAL DUTIES AND RESPONSIBILITIES *(illustrative only and may vary by assignment)*

- Manages an assigned caseload of clients referred by a Court to monitor compliance with court-ordered terms and conditions of probation;
- Attends dispositions, evidentiary hearings and dispositions, meets with clients and instructs them in probation obligations, regulations and practices;
- Establishes and maintains a case file on each client including visits to home, workplace, and relevant sites in the community to document compliance with terms and conditions of probation;
- Prepares and presents reports to Court on client compliance;
- Conducts records checks and detailed investigations of client social history including physical environment, family and peer relationships, emotional history, education, and related factors;

- Administers drug and alcohol testing;
- Determines driver license status of clients;
- Prepares detailed periodic reports for submission to courts and to comply with state standards and guidelines;
- Maintains databases and files as required by state and County standards and guidelines;
- Establishes and maintains contacts with key individuals involved in the cases and case compliance (such as detectives, attorneys, judges, employers, parents, teachers, counselors, etc.);
- Coordinates with various agencies and apprises of client contract obligations; provides copies of documentation, orders and related materials;
- Prepares referrals for mental health, counseling, substance abuse, or other evaluations and treatments and monitors attendance at and progress of treatment;
- Receives and reviews monthly or other periodic reports from treatment providers on offenders and takes appropriate remedial actions as necessary;
- Prepares affidavits, motions and orders, warrants of arrest and other legal documents;
- Recommends further conditions, initiates affidavit for violations, and other legal documents;
- Attends Court and hearings and presents recommendations and/or testimony on violations and sentencing;
- Maintains various files to document written verification of client attendance at ordered at hearings, meetings, training, therapy, counseling, and classes;
- Responds to Commissioners', elected officials', County employees' and citizens' questions and comments in a courteous and timely manner;
- Performs time management and scheduling functions, meets deadlines, and sets project priorities;
- Communicates and coordinates regularly with appropriate co-workers to maximize the effectiveness and efficiency of interdepartmental operations and activities.
- Maintains strict confidentiality in all cases;
- Assists other department and County employees as needed or requested;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

#### **SECONDARY DUTIES AND RESPONSIBILITIES:**

- Conducts special investigations as ordered by Court;
- Performs other duties as assigned.

## **Qualifications**

#### **CLASSIFICATION REQUIREMENTS:**

The requirements listed below are representative of the minimum knowledge, skill, and/or ability required for an individual to satisfactorily perform each essential duty satisfactorily and be successful in the position.

#### **Knowledge of:**

- Adult justice and adult probation systems, processes, procedures, and objectives;
- Idaho and County statutes, laws, codes, and regulations governing arrest, detention, probation and parole;
- Criminal court practices and processes, legal terminology, and procedures;
- Clinical evaluation and treatment programs, social service agencies, and other community resources available to the Department;
- Interviewing, counseling, and investigative techniques applicable to case monitoring;
- Operation of a personal computer and job-related software applications;
- Operation of standard office equipment;
- Methods, techniques, equipment, and standards of drug and alcohol testing;
- File and information management methods and procedures;
- English grammar, spelling, punctuation, and composition;
- Departmental programs, policies, procedures, and operations as applied to the work performed;
- Follows County policies and expectations regarding safe work practices.

#### **Skill and Ability to:**

- Perform the duties of Probation Officer to County and state standards;
- Gather and analyze facts and evidence and draw logical and objective conclusions;
- Understand, interpret and apply standards, guidelines, laws, resolutions, ordinances, codes, and contracts;
- Compile pertinent data and prepare clear, concise, and accurate reports;
- Operate standard office equipment and a personal computer using program applications appropriate to assigned duties.
- Maintain and monitor detailed case files;
- Maintain detailed and accurate documentation;
- Communicate effectively, both orally and in writing;
- Establish and maintain effective working relationships with clients, service providers, judiciary officials, supervisors, other County employees, defense and prosecuting attorneys, the public, and other County and state agencies;
- Conduct factual analysis of case information and field observations;
- Work independently and make independent decisions involving sensitive situations;
- Communicate information and ideas in speaking and writing so others will understand.
- Listen to and understand information and ideas presented through spoken words and sentences.
- Understand and follow oral and/or written policies, procedures and instructions.
- Exhibit courtesy, tact, and diplomacy with co-workers, 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 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;
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks.
- Maintain client and Department confidentiality required by Federal and local laws;
- Perform all duties in accordance with County policies and procedures with regard for personal safety and that of other employees and the public.

#### **ACCEPTABLE EXPERIENCE AND TRAINING:**

- High School Diploma Bachelor's Degree preferred;
- Eligible for POST certification (see Hiring Standards / Disqualification below);
- Valid Idaho Driver's License;
- An equivalent combination of education and experience that provides the required skills, knowledge and abilities to successfully perform the essential functions of the position may be considered.
- Must successfully pass a comprehensive background investigation conducted by an experienced investigator relevant to the position, including fingerprints, as well as a polygraph and remain in good standing for the duration of employment with the County.

#### **ADULT PROBATION OFFICER POST HIRING STANDARDS:**

An applicant is ineligible to attend a basic training academy and for certification under the following circumstances. (Per IDAPA 11.11.01.055 7/1/2021)

**1. Criminal Conviction.** An applicant is ineligible if he was convicted of:

- a. Felony, if the applicant was eighteen (18) years old or older at the time of conviction;
- b. A misdemeanor Driving Under the Influence offense(s) within two (2) years immediately preceding application, or two or more (2) misdemeanor Driving Under the Influence offenses within five (5) years immediately preceding application;
- c. A misdemeanor crime involving domestic violence, if the relevant law enforcement discipline requires the applicant to possess a firearm in the course of their duty, or if the conviction occurred within 5 years immediately preceding

application;

**d.** A misdemeanor crime of deceit, as defined in these rules, or a misdemeanor sex offense, if the conviction occurred within five (5) years immediately preceding application;

**e.** A misdemeanor drug-related offense, if the conviction occurred within one (1) year immediately preceding application.

**2. Driver's License.** An applicant is ineligible if he does not possess a valid driving license from the applicant's state of residence and is unable to qualify for an Idaho driver's license, except for the following disciplines:

**a.** Correction Officers;

**b.** Emergency Communications Officers

**3. Marijuana.** An applicant is ineligible if he used marijuana, cannabis, hashish, hash oil, or THC in synthetic and natural forms, whether charged or not, if such use occurred:

**a.** Within one (1) year immediately preceding application;

**b.** While employed as a law enforcement officer, in a prosecutorial position, or in a position of public safety, regardless of when the use occurred.

**4. Violations of Idaho Controlled Substances Act.** An applicant is ineligible if he, while eighteen (18) years old or older, violated any provision of the Idaho Uniform Controlled Substances Act, Section 37-2701 et seq., Idaho Code, whether charged or not, that constitutes a felony, or of a comparable statute of another state or country, if the violation occurred:

**a.** Within three (3) years immediately preceding application;

**b.** While employed as a law enforcement officer, in a prosecutorial position, or in a position of public safety, regardless of when the illegal use occurred.

**5. Use of Prescription or Other Legally Obtainable Controlled Substance.** An applicant is ineligible if he unlawfully used any prescription drug or a legally obtainable controlled substance within the past three (3) years, unless:

**a.** The applicant was under the age of eighteen (18) at the time of using the controlled substance; or

**b.** An immediate, pressing, or emergency medical circumstance existed to justify the use of a prescription controlled substance not specifically prescribed to the person.

**6. Military Discharge.** An applicant is ineligible if he received a "dismissal," "bad conduct discharge" (BCD), "dishonorable discharge" (DD), or administrative discharge of other than honorable (OTH) from military service.

**7. Decertification or Denial of Certification.** An applicant is ineligible if he has been denied certification or his basic certificate has been revoked by the Council in this state or the responsible licensing agency in any other issuing jurisdiction, unless the denial or revocation has been rescinded by the Council or by the responsible licensing agency of the issuing jurisdiction.

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**Employer**

Twin Falls County

**Address**

P.O. Box 126

Twin Falls, Idaho, 83303

**Phone**

208-736-4174

**Website**

<http://www.twinfallscounty.org>

