Boundary County
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date amended 10/2/2026 PAGE: 1

POSTING DATE-COUNTY: 10/6/2026
POSTING DATE-PUBLIC: 10/6/2026
CLOSING DATE: until filled

NOTICE OF POSITION VACANCY

JOB TITLE: Adult Misdermeaner Probation Officer **DEPARTMENT:** District Court-Probation

Immediate Supervisor Chief Probation Officer

JOB CODE # DC0203 **GRADE** 14 Overall Supervisor Commissioners

POSITION TYPE: FULLTIME **STARTING WAGE:** 24.91

JOB SUMMARY

Supervise adult probationers to maximize adherence to court-imposed conditions, reduce risk to the community and to provide correctional treatment. Meets with probationers who are involved with the criminal justice system. Assess problem areas, including alcohol, drugs, domestic violence, mental health and history of non-compliance with Court ordered conditions. Submit reports to the Court, including sentencing alternatives, proposed revocation actions, or changes to current sentencing conditions. Provides supervision of probationers on probation and enforces Court ordered terms of probation. Position requires occassionally serving in an on-call status (24) twenty four hours a day, and flexible work hours; including some evening and weekend shifts. Work involves regular communication with occassionally hostile or confrontational clients of family members, law enforcement, the public, treatment providers and community partners. Communication requires advanced de-escalation and effective listening skills.

POSITION FUNCTIONS

Performs ongoing case management functions to provide probation services to adult misdemeanor probationers, relating to Court-ordered conditions. Maintain an up to date file on all probationers with appropriate electronic and written documentation. Writes accurate and detailed case notes of all contacts involving probationers. Officer will prepare and submit affidavits and warrant requests to the Prosecutor and/or Court for probationers who violate probation terms and conditions. Officer will be responsible to notify the court through a report when the probationer has completed his/her Court-ordered conditions and if there is a request to convert to unsupervised probation. Attend Court proceedings. Prepare for and provide testimony as needed with respect to probationer progress, actions, observations and sentencing recomendations. Refer probationers to services available within the community to assist them with their needs. Meets with adult probationers on a regular basis and coordinates with the family, school and other agencies to monitor and assess the probationer's compliance with Court orders in various settings to include office meetings, field meetings, home visits and meetings in Court and the Jail. Administer, observe and collect substance use tests in close personal spaces. Utilize computer-based software/programs to maintain case notes, case plans, and maintain Level Service Inventories. Monitor and assess that client's complete any ordered community service, pay restitution and Court fees, and meet other obligations in a timely manner. Monitor compliance with unsupervised probation orders and complete affidavits as necessary. Conduct field and home checks, and searches of probationers, their personal property and their homes. Make home, school, field and work visits to monitor probation that may involve adverse or unconventional situations. Confront and redirects inappropriate behavior and attitudes and promote positive change. Enroll

probationers in electronic monitoring and install monitoring equipment, and maintain training for monitoring probationers under monitoring. Must be able to abide by confidentiality requirements, and be able to demonstrate and maintain professional boundaries. Writes case closures and summaries, and maintain proper record and file keeping. Comply with Interstate Compact as necessary. May respond to on-call from time to time to respond to after hour calls from law enforcement and emergencies. Provide support in the event it requires a response. May serve on local or regional committees such as the Child Abuse Task Force. Encounters, at times, confrontational situations with hostile probationers and/or family members. Collaborates with law enforcement, Department of Health and Welfare, private providers, prosecutors, amd attorneys to ensure a team approach in dealing with probationers and in confronting the issues of the probationer within the community. Attend regular staff meetings with the Probation Department. Exchange pertinent information related to policies and procedures, individual cases, or safety concerns. Support Probation staff by assisting with probationer contacts, urinalysis covering Court, or partnering with each other in potentially hazardous situations. Attend and complete annual training and education as required per state and department policy, and be willing to travel, when necessary, when training is out of town. Completes all other duties as assigned. To ensure compliance with testing protocols,

MINIMUM EDUCATION/QUALIFICATIONS REQUIRED

Bachelor's degree in criminal justice, social work or another field is preferred. Two (2) years experience working with probations, law enforcement, corrections, or closely related field; will consider an equivalent combination of education and/or experience. Must be (21) twenty one years of age. Must pass background check and substance abuse testing. Requires ability to attain Peace Officer Certification through Idaho Peace Officers Standrds and Training Academy (POST), within (1) one year of date of hire. Must be able to pass defensive tactics/ARCON training as required by Idaho Peace Officer Standards and Training (POST) and maintain annual training hours and certification. Ability to attain qualification through Idaho Peace Officer Standards and Training (POST) with a firearm and maintain minimum annual training hours is preferred. Ability to qualify with oleoresin capsicum spray (i.e. OC spray). Ability to be certified in First Aid, CPR, and Universal Precaution/Airborne Pathogens and maintain certifications. Ability to properly utilize hand cuffs and restraining devices. Excellent written and verbal communication skills. Must be able to possess and maintain a valid driver's license and must have reliable transportation. Must be willing to work irregular hours and be on call as directed. Skill in operation of personal computer and Microsoft Office Suite and be able to learn new operating systems used in job requirements. General understanding of the criminal justice system. Problem solving skill and be able to communicate in stressful situations.

Sex-Specific Occupational Requirement:

This position includes the responsibility of conducting and/or directly observing urine drug testing of male probationers as an essential function of Adult Misdemeanor Probation supervision. Due to the nature of this duty and the legitimate bodily privacy interests of male probationers, the position requires the employee to be male. This requirement is based upon the specific duties and operational requirements of the position and is intended to qualify as a bona fide occupational qualification (BFOQ), where applicable under federal and state law.

TYPICALLY WORK ENVIRONMENT AND PHYSICAL REQUIREMENTS

Sitting with intermittant movement in an office environment, lifting of office supplies, talking and hearing (in person and

on telephone), Memorizing and seeing documents. Manual dexterity to perform office functions (writing and typing). Lifting objects (greater than 40 lbs.), driving, crouching and walking: physically able to intervene in a hostile situation. May involve exposure to adverse weather conditions, potentially high risk environments, and unsanitary conditions.

TYPICAL WORK HOURS

typically (4) ten hour shifts with some evenings and weekends as needed.

DISCLAIMER

To perform this job successfully, an individual must be able to perform the essential functions satisfactorily with or without reasonable accomodation. The above statements are intended to describe the general nature and level of work being assigned to this job. They are not intended to be construed as an all-encompassed list of all responsibilities, duties and skills required of individuals in the job. Management has the exclusive right to alter this job description at any time without notice.

Applicants must submitapplication to Personnel Director by 5:00 p.m. on the closing date to the Courthouse Room #22

All applications must be submitted on a Boundary County application form.

Filing of position authorized by Boundary County Commissioners

Authorized by Elected Official/Department Head

Approved by Commissioner Chair

Verified by Personnel Director

Approved by Commissioner

10/05/2026

Date

Approved by Commissioner

Equal Employment Opportunity Statement: Boundary County does not descriminate on the basis of race, color, national origin, gender, age (unless a bona fide job requirement), disability or retaliation.