

Job announcement:

Probation Officer (Non-Sworn)

Morrow Probation Services

6311 Murphy Drive, Suite B

Morrow, Ga. 30260

Job Type: Fulltime, Monday-Friday

Salary: \$36,00 - 40,000 a year, depending on qualifications

Email:sblack@morrowga.gov

Qualifications:

- Bachelor's degree (preferred)
- Must have a valid driver's license.
- Must pass a pre/employment drug screen and background check.
- Must be a U.S. Citizen, subject to E-Verify
- Applicant must provide drivers history

Benefits

- **Medical Benefits provided by Anthem to include Vision and Dental**
- **Social Security Exempt**
- **Excellent defined benefit plan with multiple retirement options including early retirement at age 55. City contributes 100% towards this plan.**
- **Optional 457b employee contribution deferred compensation retirement plan.**

Full Job Description

Employees will give defendants a verbal level of supervision assessment, which is completed to determine the defendant's reporting schedule. Special conditions such as community service, drug screens, and other Court ordered conditions are coordinated by the probation officer. Will accept the payment of fines, restitution, and cost. Must effectively conduct intake and supervision of defendants and execute the order of the Court. Must possess exemplary verbal and written communication skills, as well as sound judgement and discretion. Proficiency in basic computer skills is necessary to facilitate the requirements of documenting defendant's and collateral contacts within the offender's file. Prior experience preferred and bi or multilingual a plus.