

## COURT MONITORING OFFICER

### JOB DESCRIPTION

**Classification Responsibilities:** A Court Monitoring Officer is a paraprofessional class performing specialized probation monitoring work in the Court or a City office, primarily for probationers convicted of domestic violence (DV), to ensure compliance with their probation requirements. This work includes compiling probationers' social and case histories and files, as well as information from the City Prosecutor's Office regarding the victims' status and position on the terms of probation; communicating regularly and directly in person and in writing with probationers to ensure they are aware of their probation terms and conditions; connecting them with social service resources, referring to mental health and substance abuse evaluations and other treatment as required by the Court in an effort to change their circumstances and behaviors; monitoring their compliance with the terms of their probation, conducting investigations to determine adherence to probation conditions; writing reports for the Court to document communication and interaction with the probationers and their compliance/non-compliance; and to initiate appropriate remedial action as appropriate, which may include recommending additional probation monitoring conditions and initiating petitions to revoke probation for non-compliance. This class also works with Victim Services Assistants from the City's Prosecutor's Office regarding DV victim's status and position on terms of probation. A Court Monitoring Officer is responsible for performing related duties as required. This class is FLSA nonexempt.

**Distinguishing Features:** A Court Monitoring Officer meets directly with the probationers between their domestic violence counseling sessions to confirm compliance with probation requirements, but does not make site visits to probationers' homes/work locations for enforcement purposes and does not carry a weapon. A Court Monitoring Officer must thoroughly understand the Court procedures and processes related to probation; exercise considerable judgement, tact, patience, and professionalism when providing information and clarification concerning probation terms, court rules, Arizona Revised Statutes, City ordinances, and general court and criminal justice processes; and handle stressful situations in a fair and professional manner and within established guidelines and procedures. This class functions within established Court and probation guidelines and procedures and receives general supervision from a Deputy Court Administrator who reviews work in progress for completeness and accuracy and through conferences and evaluation of overall results achieved.

### QUALIFICATIONS

**Employee Values:** All employees of the City of Mesa are expected to uphold and exhibit the City's shared employee values of Knowledge, Respect, and Integrity.

**Minimum Qualifications Required.** High School Diploma or GED. Extensive (5+ years) paraprofessional experience performing court, legal, criminal justice, social work/behavioral health, or closely related duties involving public contact. An Associate's Degree in Social Work, Criminal Justice, Behavioral Science/Psychology, or related field may substitute for two years' experience; and a Bachelor's Degree in Social Work, Criminal Justice, Behavioral Science/Psychology, or related field may substitute for four years' experience.

**Special Requirements.** For this position, an individual receiving a conditional offer of employment from the City of Mesa must pass a background investigation through the City of Mesa Police

Department, the Arizona Department of Public Safety, and Federal Bureau of Investigation prior to commencing employment with the City of Mesa.

**Substance Abuse Testing.** None.

**Preferred/Desirable Qualifications.** Court/report writing experience and bilingual (English/Spanish) is highly desirable.

## **ESSENTIAL FUNCTIONS**

One position may not include all of the essential functions, knowledge and abilities listed, nor do the listed examples include all the knowledge and abilities which may be found in positions of this classification.

**Communication:** Communicates regularly and directly, both in person and in writing, with probationers to ensure they are aware of their probation terms and conditions. Compiles social and case histories and files. Connects probationers with social service resources, and refers probationers to appropriate mental health and substance evaluations and other treatment as required by the Court in an effort to change their circumstances and behaviors. Exercises considerable judgement, tact, patience, and professionalism when providing information and clarification concerning probation terms, Court rules, Arizona Revised Statutes, City Ordinances, and general court and criminal justice process. Handles stressful situations in a fair and professional manner. Provides information to the Court regarding probation terms and probationers' compliance and non-compliance. Prepares written Court reports with relevant information and clear, concise, and accurately organized thoughts. Prepares written recommendations for additional probation terms, and petitions for probation revocations and warrants. Communicates with Victim Services Assistants regarding victims' status and position on the terms of probation and provides information to the Court regarding the victims' status and position on terms of probation. Assists probationers with case required activities such as setting up payment plans or other Court ordered activities. Maintains confidentiality

**Manual/Physical:** Plans, prioritizes, and organizes probation monitoring caseload and activities. Reviews and determines probationer's adherence to Court-ordered conditions through reports received from treatment providers and regular meetings directly with probationers. Organizes and prepares probationers' social and case histories. Enters narrative information into a computerized records system to update Court system records. Accesses information from a computerized records system to obtain criminal information such as criminal charges, hearing dates, warrants, and criminal histories. Notifies appropriate parties regarding court dates. Processes, records, enters, and researches Court documents and computerized data. Operates a variety of office equipment and Court-related operating systems. Maintains security of records and information. Develops policies and procedures related to the program area. Meets scheduling and attendance requirements.

**Mental:** Compiles statistical data for the Court. Provides clarification of probation terms, statutes, ordinances, policies, and operating procedures for probationers. Interprets information provided by probationers. Understands, interprets, and applies Court procedures. Understands, interprets, and applies knowledge of Arizona Revised Statutes, city codes, and other laws and legislation pertinent to the Court. Updates electronic case files and forwards appropriate information to the Prosecutor's office and/or law enforcement. Prioritizes caseload to effectively provide resources and referrals to probationers and to monitor and report their compliance or non-compliance to the Court timely. Works

independently and without specific instruction. Exercises independent judgment when making decisions within the scope of responsibility and established Court and probation guidelines and procedures. Completes Judicial Education and Training (COJET) hours as required by the Arizona Supreme Court.

**Knowledge and Abilities:**

Knowledge of:

interview techniques applicable to probation monitoring;  
community resources and referral processes;  
tools to monitor probation compliance;  
Arizona Revised Statutes relating to Rule 27- Probation and Probation Revocation;  
legal terminology and the forms and documents used in legal clerical work;  
general court policies and procedures;  
criminal procedure and rules as they relate to Court processes and policies;  
courtroom practices, procedures, operation, and maintenance of case records;  
court/business report writing, and legal procedures and practices involved in composing, processing, and responding to legal documents; and  
operation of a personal computer (PC) and software applications for word processing, spreadsheets, databases, court/case files, and related records.

Ability to:

interact effectively with probationers, judicial and City staff from the Court and City Prosecutor's Office, and community resource providers;  
compile relevant data and prepare clear, concise, and accurate reports;  
gather and analyze information and draw logical and objective conclusions;  
identify and analyze operational and procedural problems and recommend appropriate solutions;  
maintain a professional demeanor during stressful situations;  
understand and follow oral and/or written policies, procedures, and instructions;  
make sound and reasonable decisions in accordance with laws, ordinances, regulations, and established procedures;  
read, understand, and accurately complete legal forms and documents;  
communicate effectively, both orally and in writing;  
maintain complex records and/or databases and prepare accurate reports from such records;  
maintain confidentiality and security of records and information;  
handle assigned caseloads and use good judgment in prioritizing work assignments; and  
perform assignments independently and without specific instructions within the scope of responsibility; and established Court and probation guidelines and procedures.

The duties listed above are intended only as general illustrations of the various types of work that may be performed. Specific statements of duties not included does not exclude them from the position if the work is similar, related, or a logical assignment to the position. Job descriptions are subject to change by the City as the needs of the City and requirements of the job change.

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BH/js/ah

CS4513.DOCX

EEO-A/S

JOB FCTN-OFF

Non-DOT Safety and Security-N

CDL-N

RESP-N

PAY GRADE: 46

IND-8810

SWORN-No

Non-DOT Random-N

DOT-N

INCREMENTS 72-200