

NOTICE OF JOB OPENING

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Posting Begins	August 11, 2022	Posting Ends	October 5, 2022
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Position Title	PROBATION OFFICER
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Department	Municipal Court	Division	
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	New Position	X	Full-time	40	Hrs./Week
X	Replacement		Part-time A		Hrs./Week
	Seasonal Temporary		Part-time B		Hrs./Week

Location of Position	Municipal Court Probation Office 701 N. 7 th Street
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BRIEF JOB DESCRIPTION: Incumbents are responsible for managing, monitoring and/or supervising a caseload of assigned offenders ordered to probation by the Kansas City, Kansas Municipal Court, assisting them in fulfilling their probation terms, to include facilitating additional services as needed and maximizing adherence to imposed conditions, reducing risk to the community. Duties include but are not limited to: Conducting preliminary interviews and completing presentence investigation reports; providing recommendations to the Court; detect and investigate probation violations and implement appropriate alternatives and sanctions; act as intermediary between judges and probationers; track probation progress, documenting detailed case activity; comply with applicable statutes and regulations, court rules, and UG policies, procedures and guidelines.

MINIMUM QUALIFICATIONS: Graduation from an accredited four-year college or university with major course work in social sciences, psychology, sociology, criminal justice, behavioral sciences, legal studies or closely related field; and experience in probation, parole, social casework or counseling, two years preferred; or any equivalent combination of education and experience sufficient to successfully perform the essential duties of the job. Must be a resident of Wyandotte County or willing to relocate within (12) months and possess a valid Kansas driver's license.

**SUCCESSFUL APPLICANT IS REQUIRED TO TAKE
PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN.**

Salary Range	\$20.01/hr.	PI #	0052	Class. Code	1615
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Repost 9/22/22

It is the policy of the Unified Government not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, sex, age or disability. All applicants for this position who do not presently hold a safety sensitive position with the Unified Government will be required to submit to a drug test after successful bid and before actual appointment.

MUST BE A RESIDENT OF WYANDOTTE COUNTY OR WILLING TO RELOCATE
PUBLIC LAW REQUIRES ALL NEW APPOINTEES TO SUBMIT PROOF OF IDENTITY AND EMPLOYMENT ELIGIBILITY
The Unified Government of Wyandotte County / Kansas City, Kansas is an Equal Opportunity Employer and values diversity in its workforce.
 EOE