

WASHINGTON COUNTY COMMUNITY CORRECTIONS
INTERNS/PROFESSIONALS IN TRAINING VOLUNTEERS

POSITION TITLE: ADULT PROBATION/LOW RISK UNIT

GENERAL DESCRIPTION: Administrative supervision of adult offenders who are considered at low risk to re-offend in the community is provided by the department's Low Risk Unit (LRU). The program is staffed by Adult Unit Probation Aides and one Adult Unit Probation Officer. Staff supervise large caseloads of low risk misdemeanor, gross misdemeanor, and felony offenders. Offenders in LRU are not required to have ongoing appointments with LRU staff. The offenders are monitored administratively for compliance with court-ordered probation conditions. LRU staff prepare reports to the Court and appear in court to provide relevant case information. Interns/Volunteers in this position have the opportunity to attend court hearings and to meet with offenders following sentencing to complete intake interviews. This position provides Interns/Volunteers with an introduction to the justice system and a basic understanding of adult probation with exposure to a variety of community programs and agencies that serve adult offenders.

EXAMPLES OF WORK:

1. Monitor compliance with the conditions of probation through written and telephone contact with referral agencies and offenders.
2. Utilize CSTS (Court Services Tracking System) to update information regarding condition status and other information regarding the offender.
3. Write reports to court summarizing the offender's adjustment to probation.
4. Attend court hearings.
5. Complete intake interviews with offenders following court hearings.
6. Conduct annual record checks.
7. Attend Adult Unit meetings.

SUPERVISION: Interns/Volunteers will be under the direct supervision of an Adult Probation Officer or Adult Unit Supervisor. Interns/Volunteers will also work with Adult Probation Aides.

WORK SITE: Washington County Courthouse, Stillwater, MN.

TIME REQUIREMENT: 50 hours

QUALIFICATIONS: Interns/Volunteers shall have completed at least one year of college-level work in a related field.

Candidates must also meet the Department Standards and Criteria attached.