

Probation Officer Job Description

Duties and Responsibilities:

- Conduct personality assessment of offenders to determine best strategy for correction/rehabilitation
- Determine the tendency of re-offense in criminal offenders
- Provide counseling to offenders, assisting them to overcome the proclivity to recidivate
- Monitor the activities of ex-convicts to ensure compliance with legal terms of release
- Produce reports which serve as basis for the release or re-arrest of a probationer
- Proffer advice and counseling to substance abuse offenders ensuring they complete their rehabilitation program
- Collaborate with the family of an offender to create an environment suitable for the effective correction and re-integration of a convict
- Supervise the community service activities of a probationer to ensure active participation and completion
- Interact with the victims of a crime to note their apprehension towards the proposed release of a convict
- Maintain accurate record and documentation of client profile/information
- Serve as expert witnesses to testify during a court hearing
- Oversee the rehabilitation of young offenders and juvenile delinquents
- Guide and supervise the activities of trainee probation officers
- Visit offenders at their homes, workplace, and correctional institutions to keep an eye on their probationary activities.

Probation Officer Requirements – Skills, Knowledge, and Abilities

- Education and Training: Probation officers are expected to have a Bachelor's degree, preferably in the field of psychology, social work, or criminal justice, to be hired. A Master's degree in the aforementioned disciplines may also be relevant as some employers require it as the

minimum qualification. They are also expected to complete a state training program to obtain certification for practice. Usually, they start out as trainees then graduate as professional after a year

- Communication Skill: Probation officers are able to interact with criminal offenders to identify their challenges and proffer recommendations
- Emotional Tolerance: As one of their qualities, probation officers are efficient in handling the emotional burden associated with the probation officer job
- Critical Thinking Skill: Probation officers are able to draw conclusions from the assessment of an offender.