

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 3246

**TITLE:** PROBATION COUNSELOR II

**GRADE:** S-23

**DEFINITION:**

In the Probation Services Division, under general supervision, reviews and investigates cases involving juvenile delinquents or adult offenders and assists in the rehabilitation of individuals through supervision, counseling or referral to public and private social service agencies. In the Residential Services Division, works on an assigned shift in a community-based residential facility for juveniles under court supervision and counsels an assigned caseload of juveniles with complex and/or multiple adjustment difficulties. In the Police Department, Victim Services Section, under general supervision, provides supportive services to victims and witnesses of crime involved in the criminal justice system to include emotional support, financial assistance, counseling and victim agency referral; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

In the Probation Services Division, Probation Counselors II and I have caseloads of similar complexity. However, Probation Counselors II carry out their duties under general supervision, whereas Probation Counselors I receive direct supervision.

In the Residential Services Division, Probation Counselor II positions have a more complex counseling caseload than do Probation Counselor I positions.

**ILLUSTRATIVE DUTIES:**

Counseling Services Division

Based on psychological test results, mental health assessment, and psychiatric assessment of juvenile delinquents or adult offenders, plans treatment for and supervises after care, probation, and continued cases;

Interviews juvenile delinquents or adult offenders, their families and related persons to determine the nature of the adjustment difficulty;

Counsels juveniles or adults under the jurisdiction of the court and supervises their welfare and conduct;

Conducts field investigations;

Formulates plans for case supervision and presents written or oral recommendations for adjustment of behavior;

Arranges for the court appearance of the client and family;

Informs clients of available community resources;

Arranges appointments for medical examinations and psychological testing;

Aids clients in obtaining employment;

Cooperates with representatives from State and local social service and law enforcement agencies in cases of mutual interest;

Transports clients to doctor's appointments, placements, court, etc., when necessary;

May drive a 16-passenger van for educational and recreational trips;

Composes and dictates case records, petitions and correspondence;

Keeps records and writes reports;

May provide intensive supervision/monitoring of high-risk offenders, including exercising powers of arrest.

**Residential Services Division**

On an assigned shift in a residential facility:

Investigates new cases brought before the court and prepares a detailed report of home, school and community conditions, and personal adjustment difficulties;

For an assigned caseload of juveniles with complex and/or multiple adjustment difficulties, works with residents to develop treatment plans, objectives, and methods to achieve those objectives;

Supervises juveniles placed on probation through casework, group work, and other methods;

Counsels residents and families, individually and in groups;

Maintains written records of contacts, activity and progress of residents under supervision;

Maintains communication with a resident's probation counselor, school representative, employer, family, and significant others;

Plans and implements group counseling and educational sessions for parents;

Testifies in court hearings as to progress of residents;

May drive a 16-passenger van for educational and recreational trips.

**Police Department, Victim Services Section**

Works with and assists the officers and detectives within their district station assignment with the proper victim services and referrals as well as the detectives within the criminal investigations bureau;

Provides assistance by administering and providing services designed to enhance coordination among agencies operating within the criminal justice system;

Provides court accompaniment to crime victim and witnesses for all court proceedings in the Juvenile and Domestic Relations, General District and Circuit Courts;

Reduces delays in bringing cases to court due to unavailability of victims and witnesses; encourage citizen awareness and participation through public information and education;

Subject to evening and weekend hours - Responds to call-outs to crime scenes and other locations to provide immediate crisis intervention and support.

Refers clients to related supportive services and agencies;

Operates a county vehicle to provide the effective delivery of services to victims and witnesses including transporting victims and witnesses to court hearings, commonwealth's attorneys meetings and other court related appointments;

Maintains on-going contact/communication with victims and witnesses during investigation and judicial proceedings.

Coordinates and provides notifications of investigative activity or case developments as needed;

Provides training to departmental staff, commonwealth attorneys, judicial staff, and other relevant community organizations.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of casework supervision practices and procedures;

Knowledge of the principles of psychology and sociology;

Knowledge of current social and economic conditions;

Computer keyboarding skills;

Ability to interpret laws, rules, and regulations related to probation work and victim services;

Ability to interview and counsel clients;

Ability to prepare complete case records and reports;

Ability to develop effective working relationships with a variety of individuals.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience and training equivalent to the following:  
Graduation from an accredited four-year college or university with a bachelor's degree, plus two years of professional experience in probation work, law enforcement, education, or youth counseling. One year of graduate study in social/behavioral sciences, law enforcement or education may be substituted for one year of the required experience.

**CERTIFICATES AND LICENSES REQUIRED:**

Contingent upon area of assignment, may require a Commercial Driver's License.

**NECESSARY SPECIAL REQUIREMENTS:**

May be required to work weekends and/or evenings;  
Contingent upon area of assignment, may be required to successfully complete a criminal background investigation and/or a state criminal history record check prior to appointment;  
Contingent upon area of assignment, may be required to successfully complete prescribed law enforcement training courses within a specified time frame.

REVISED:	May 25, 2012
REVISED:	October 7, 2011
REGRADED:	July 8, 2006
REVISED:	August 31, 2000
REVISED:	March 17, 1993
REVISED:	May 21, 1992