

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

**CLASS CODE:** 3248    **TITLE:** PROBATION COUNSELOR I    **GRADE:** S-20

**DEFINITION:**

In the Probation Services Division, under direct 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 less complex cases; or as "transportation supervisor," supervises detainee transportation, the Juvenile Detention Center front desk, and the Juvenile Court holding area; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

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

In the Residential Services Division, Probation Counselor I positions have a less complex counseling caseload than do Probation Counselor II 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 (e.g., whether it is environmental, school, and/or social);

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 act as intake counselor;  
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:  
Supervises and directs house routine and the therapeutic program;  
Ensures that residents maintain behavioral norms;  
For an assigned caseload of juveniles with less complex adjustment difficulties, works with residents to develop treatment plans, objectives and methods to achieve those objectives;  
Counsels residents and families, individually and in groups; Plans and implements group counseling and educational sessions for parents;  
Maintains communication with a resident's probation counselor, school representative, employer, family, and significant others;  
Prepares progress evaluation reports on residents;  
Testifies in court hearings as to progress of residents;  
May drive a 16-passenger van for educational and recreational trips;  
Coordinates and implements a program area (e.g., recreational, educational, or employment activities).

**Transportation Supervisor**

Coordinates and transports detainees between court and a detention facility;  
Supervises Juvenile Detention Workers staffing the Juvenile Detention Center front desk or transporting detainees;  
Supervises and provides crisis counseling to detainees in the court holding area;  
Oversees maintenance of detainee admit/release records;  
Is the primary liaison between the court holding program and other agencies and professionals;  
Is the primary contact with the Sheriff's Department's court security staff;  
Coordinates transfers of detainees from various facilities;  
Transports detainees in a 16-passenger van.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:**

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;  
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:  
Graduation from an accredited four-year college or university with a degree.

**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: July 13, 2009  
REVISED: August 31, 2000  
REVISED: March 17, 1993  
REVISED: May 21, 1992