



## Administrative Case Officer

Department: Adult Probation

Revised: April 22, 2025

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### DESCRIPTION

Provides professional probation work. Individual has significant degree of contact with defendants, low risk probationers and parolees. Acts as liaison with all five court rooms in order to initiate work assigned by the court to this department. A moderate level of supervision is exercised over this position. There may be an element of danger involved in working with probation and parole violators in some cases.

### SPECIFIC DUTIES

- Appears at sentencing hearings and completes procedures and necessary forms to process cases in the Adult Probation Department.
- Appears at delinquent account hearings and coordinates with the Collections office and other probation staff, the enforcement of fines, costs and restitution as a condition of sentence.
- Responsible for a large administrative caseload. Ensures all conditions are followed and special conditions are completed.
- Provides supervision through the ProTrack Program.
- Transfers and monitors out of county transfer cases.
- Conducts Bench Warrant investigations.
- Prepare parole plans as needed.
- Initiates ARD termination requests to the District Attorney's Office, and provides testimony to court as necessary at those hearings.
- Processes ARD and PWOV expungement orders.
- Inputs sentences into AP case management system.
- Processes offenders following Court, thoroughly explaining rules and conditions of supervision.
- Collects DNA/ Fingerprints.
- Conducts CSST Assessments.
- Supervises and completes transfer of Interstate Compact cases.
- Tracks and follows pending cases and notifies the Office of the District Attorney of status changes.
- Prepares and coordinates the Victim Impact Panel.
- Prepares supervision reports and PSI as ordered.
- Enters sentences into SGS Web.
- Utilizes AP case management system, CPCMS, UJS Portal, OMS, Vinelink, JNET.
- Provides back up to the processing clerk and office manager.

- Participates in basic in-service and on-the-job training programs designed to develop knowledge, skills, and abilities for public work.
- Assists in receiving inquiries and providing information in referral services.

## **SUPERVISORY RESPONSIBILITIES**

N/A

## **WORKING CONDITIONS**

Element of physical danger involved with probation and parole violators.

## **JOB REQUIREMENTS**

- Fully qualified requirements include an Associate's degree in social welfare, corrections, or law enforcement, with three (3) years related experience.
- Knowledge of: a) Basic principles of social and behavioral science; b) Modern principles of criminology and penology; c) Individual and group behavior, with special emphasis on behavior deviation of persons who have been involved in delinquent or criminal behavior; d) Principles and methods of investigation in probation and parole work; e) Community, social, and economic resources with emphasis on factors relating to crime and delinquency.
- Ability to establish and maintain effective working relationships with individuals, other agencies, institutions, and the public.
- Ability to express clearly and effectively, orally and in writing.
- Demonstrated ability to communicate effectively with criminal offenders.
- Must submit to and pass a pre-employment drug screening and background check per County policy.

## **Company Description**

County of Lycoming is a county in the U.S. Commonwealth of Pennsylvania and comprises the Williamsport Metropolitan Area. Lycoming is Pennsylvania's largest county by area and is a great place to live and work, offering outdoor adventures, history and culture, and sporting events.

Providing quality customer service to our citizens, business owners and visitors is County of Lycoming's top priority and that starts with our employees.

We offer an award-winning comprehensive benefits package, including generous paid holidays and vacation, a deferred benefit retirement plan, deferred compensation retirement plan availability, affordable medical and dental coverage, innovative wellness programs, extensive professional development opportunities, and more.

## **County of Lycoming is an Equal Opportunity Employer**

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