# Graham County Human Resources

**921 Thatcher Blvd. ● Safford, AZ 85546**
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# OPEN COMPETITIVE ANNOUNCEMENT

**OPENING DATE: NOVEMBER 10, 2026**

**CLOSING DATE: OPEN CONTINUOUSLY UNTIL FILLED**

**Title of position:** Juvenile Probation Officer
**Position type:** Full-time
**Annual Salary:** $54,178
**Location:** Graham County Probation Department
*Excellent benefit package includes holidays, vacation time, sick time, and retirement.*

**Description of responsibilities:**

- Supervises an assigned caseload of adult or juvenile probationers.
- Prepares and maintains case management files.
- Enter accurate data into computer information systems.
- Conduct research and interviews for investigations of criminal acts.
- In preparing reports for the Superior Court, reviews and evaluates criminal records, police reports, psychiatric and psychological reports.
- Writes social history and presentence reports.
- Makes recommendations regarding sentencing, disposition, and treatment plans.
- Confers with other professionals in evaluating the progress of probationers.
- Coordinates supervision with other community agencies.
- Interviews relatives, consult with attorneys, and make referrals to other agencies as needed.
- Provides individual and group counseling for probationers.
- Performs duties in accordance with the overall mission of the Probation Department and applicable policies, laws and administrative orders.
- Performs closely structured supervision and observation concerning compliance with conditions of probation, including directing and counseling the probationer and parents/guardians when supervising juveniles and conducting field contacts (home, work, treatment facilities, schools, community restitution or detention) as a member of a team.
- Obtains, assembles, secures, keeps and files a complete identification record concerning the person on probation, including arrest reports, contact notes regarding compliance with terms of probation and case plan to prepare written reports for the court.
- Participates in case review conferences to determine if change in level of supervision is warranted.

- Performs searches, breathalyzers/urinalysis collection, and makes a documented effort to locate absconders.
- Serves warrants, makes arrests, and brings persons before the court who are on probation including defaulting probationers facing revocation. Probation officers have the authority of peace officers in the performance of his or her duties.
- Monitors payment of restitution and probation fees and ensure victims' notification rights are provided according to statutory requirements.
- Investigate cases referred to the officer and make a written report to the court.
- Performs special projects and other duties as assigned.

**Required experience:** Knowledge of the principles and practices of probation services, including case management, interviewing, counseling, predisposition report writing, the principles of human behavior, community services, criminal justice system processes, the procedure for search, transportation, and restraint; the ability to communicate effectively both orally and writing; the ability to apply laws and regulations governing probation services; ability to govern and maintain effective working relationship with department personnel and other government and community agencies.

**Minimum Qualifications:** A bachelor's degree from an accredited College in Criminal Justice, Behavioral Sciences or related field, or in the process of obtaining a bachelor's degree, preferably supplemented by training or experience which demonstrates the ability to perform the assigned duties. Possession of a valid Arizona driver's license with a history of safe driving and the ability to maintain a safe driving record. Must also pass a background investigation identifying no felony convictions, as well as pre-employment drug testing, and complete the Arizona Probation Academy within one year of the initial appointments. All appointments are subject to the continued funding by the Arizona Supreme Court.

**How to apply:** For more information or applications contact our website at www.graham.az.gov/Jobs.aspx or the Human Resources Department, Graham County General Services Building, 921 Thatcher Blvd., Safford, AZ 85546. Completed applications can be submitted online or delivered to the Human Resources Department. To receive the most up to date information for our open positions please like our Graham County Facebook page or sign up to receive notifications from our website at www.graham.az.gov.