

# ROBERT SMITH

## Asst. Adult Probation Officer

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To obtain a meaningful and challenging position that enables to utilize organizational skills and to further education with Graduate studies.

### MARCH 2013 - JULY 2014

#### ASST. ADULT PROBATION OFFICER - ABC CORPORATION

- Meet with clients and updated residency information, monitored urine tests, put clients in treatment if needed.
- Typed complaints and warrants for clients if they were non-compliant.
- Attended court, sent judges my recommendations for defendants.
- Submitted vouchers to treatment centers for clients who could not afford programs.
- Completed intakes of defendants including, granted on the spot probation paper work.
- Terms and conditions of probation, reviewed rap sheet with defendants, and transferred their caseloads to other counties if needed.
- Familiar with treatment facilities, used eclipse, and norchem sentry program.

### 2011 - 2013

#### ADULT PROBATION OFFICER - ABC CORPORATION

- Supervised probationers from Franklin County Court of Common Pleas.
- Conducted pre-sentence, post-sentence, arrest violation and other investigations as directed.
- Maintained case records, wrote reports, issued arrest, hold and release orders.
- Arrested violators.
- Developed treatment plans by making referrals to appropriate community service agencies.
- Monitored those referrals.
- Conducted home searches, seizures, field arrest and transportation of probationers..

## EDUCATION

Bachelors of Arts in Criminal Justice - (Metropolitan State University of Denver - Denver, CO)

## **SKILLS**

MS Office, Excel.