Robert Smith

Volunteer Probation Officer

CONTACT DETAILS

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PERSONAL STATEMENT

Volunteer Probation Officer is Preparing and carrying out of performance advisories. Undertaking of corrective action as needed, and preparation of related documentation. Communicating with VACPO and Human Resources on matters related to staff performance and development, Acting as part of the division's leadership team by planning and participating in team meetings, developing strategies to meet divisional goals, and analyzing and strategically using reports.

WORK EXPERIENCE

Volunteer Probation Officer

ABC Corporate - February 2016 – 2022

Responsibilities:

- Prepared reports and monitor case flow for application of appropriate enforcement remedies.
- Created, monitored and managed statewide reports.
- Processed cases for inter-county transfers, interstate for enforcement hearings, status reviews and case closure processing.
- Actively participated on statewide and vicinage committees.
- Coached, mentored, and counseled of professional and support staff.
- Supervises offenders
- Facilitates victim and community reparation

Volunteer Probation Officer

Delta Corporation - 2015 – 2016

Responsibilities:

- Learned how to use the State Wide Index and Probation Name Index to search for defendants probation history Learned the how to do a Level of .
- Learned what different terms mean such as revocation, revoke & regrant, and revoke & close.
- Learned how to write a Complaint and Report of the Probation Officer Learned different codes that go in ICON/Eclipse Learned how to write a memo to.
- Learning motivational interviewing.
- Learning the different stages of change.
- Attended county court and drug court in El Paso County Learned how to put.
- Maintains case records, prepares reports, and conducts correspondence related to assignments.

Education

BA In Criminal Justice

SKILLS

Team Meetings,
Volunteer, MS Office.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

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