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# WESTERN PROBATION SERVICES

(BIG STONE, GRANT, STEVENS, TRAVERSE AND WILKIN COUNTIES)  
MINNESOTA

## EMPLOYMENT APPLICATION

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### INSTRUCTIONS FOR APPLYING FOR THE PROBATION OFFICER POSITION

1. Review the job description;
2. Fill out the Big Stone, Grant, Stevens, Traverse and Wilkin Counties Employment Application in its entirety. Give complete and accurate information. If you do not, you may: a) not meet the position's screening criteria and/or b) be removed from further consideration because of an incomplete application. Sign and date the application.
3. Fill out the Written Examination Questions 1 - 4. All questions **must be hand written** by the applicant. Sign and date the examination.
4. **Applicants must have completed required education for employment.**
5. Deliver, e-mail or mail the application and any supporting documentation to:

Lisa Zahl  
Traverse County Coordinator  
PO Box 428  
702 2<sup>nd</sup> Ave North  
Wheaton, MN 56296  
lisa.zahl@co.traverse.mn.us

If you have a disability or language difficulty that would prevent you from successfully completing the application form, please contact Lisa Zahl, County Coordinator, at the address listed above or by telephone at (320) 422-7778 so that reasonable effort can be made to accommodate your needs.

Big Stone, Grant, Stevens, Traverse and Wilkin Counties are an equal opportunity employer.

**“WESTERN PROBATION SERVICES”  
BIG STONE, GRANT, STEVENS, TRAVERSE AND WILKIN COUNTIES  
JOB POSTING**

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**POSITION TITLE:** Probation Officer

**DEPARTMENT:** Court Services

**DATE OF POSTING:** April 8, 2024

**CLOSING DATE:** Open Until Filled.

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**SALARY:** Salary commensurate based on experience

**BENEFITS:** Health insurance contribution, life, disability, PERA, vacation leave and sick leave.

**NORMAL HOURS OF WORK:** 8:00 a.m. to 4:30 p.m. Monday through Friday or as needed.

**POSITION STATUS:** Permanent, exempt, non-union

**GENERAL RESPONSIBILITIES:** The Probation Officer provides supervision of juvenile and adult misdemeanor/gross misdemeanor cases pursuant to Minnesota Statute 244.19, subd. 3, for the counties of Big Stone, Grant, Stevens, Traverse and Wilkin. Within the parameters of the Court’s Dispositional/Sentencing Order, the Probation Officer is responsible for completing investigations; reporting conclusions to the Court; and for developing, implementing, and restructuring probation plans.

**MINIMUM QUALIFICATIONS:** Bachelor’s Degree in Corrections, Criminal Justice, Criminology, Counseling, Counseling Psychology, Psychology, Social Work, Sociology, Law Enforcement, Human Services or Education. A valid driver’s license is required. Personal vehicle for extensive travel is required.

**SKILLS & KNOWLEDGE:** Knowledge of department and county organization and administrative policies, procedures, and practices; developmental dynamics and the influence of environment on human behavior; treatment modalities and their application; the court system, juvenile and criminal law, and the philosophy and functioning of the corrections system, and data privacy rules and procedures. Skill in reading, writing, and speaking English proficiently; interrogating hostile offenders to obtain needed information; motivating reluctant clients; establishing productive relationships with offenders in an authoritarian role; diagnostic and counseling skills which can lead to change; formal narrative reporting to the Court, Minnesota Department of Corrections, and professional treatment providers; negotiating agreements, persuading and convincing others; public relations skills to coordinate with other law-related offices and courts; assertiveness; and computers. Ability to effectively present court testimony; develop and maintain effective working relationships with supervisors, co-workers, department heads, other county staff, other state and federal agency staff, attorneys, and members of the public; demonstrate effective oral and written English communication skills and communicate effectively with judges and members of the Bar, law enforcement, offenders, and the general public; operate computers and all other job-related equipment; understand and carry out oral and written instructions; work independently, exercise good judgment; maintain confidentiality.

**TO REQUEST AN APPLICATION PACKET:** Contact Lisa Zahl, Traverse County Coordinator, Traverse County Courthouse, PO Box 428, 702 2<sup>nd</sup> Ave North, Wheaton, MN 56296, 320.422.7778 or [lisa.zahl@co.traverse.mn.us](mailto:lisa.zahl@co.traverse.mn.us)

Equal Opportunity Employer

# WESTERN PROBATION SERVICES

(BIG STONE, GRANT, STEVENS, TRAVERSE AND WILKIN COUNTIES)

## POSITION DESCRIPTION

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**TITLE:** Probation Officer

**DEPARTMENT:** Courts

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**REPORTS TO:** Courts

**SALARY:** Salary commensurate based on experience.

**BENEFITS:** Health insurance contribution, life, disability, PERA, vacation leave and sick leave.

**POSITION STATUS:** Full-time, exempt, non-union

**OFFICE LOCATION:** Traverse County Courthouse, Wheaton, Minnesota

**GENERAL RESPONSIBILITIES:** The Probation Officer provides supervision of juvenile and adult misdemeanor/gross misdemeanor cases pursuant to Minnesota Statute 244.19, subd. 3, Powers and Duties for the counties of Big Stone, Grant, Stevens, Traverse and Wilkin. Within the parameters of the Court's Dispositional/Sentencing Order, the Probation Officer is responsible for completing investigations; reporting conclusions to the Court; and for developing, implementing, and restructuring probation plans.

### **SPECIFIC RESPONSIBILITIES:**

1. Monitors court proceedings as assigned and makes recommendations and provides opinions for case disposition of juvenile and adult matters. Conducts pre-hearing conferences as needed. Provides testimony, as required, in both juvenile and adult matters in defense of conclusions and/or recommendations made for disposition.
2. Completes pre-sentence, probation violation, pre-dispositional, and any special investigations required by the Court, including, but not limited to, EJJ or Certification studies. Prepares and makes reports of findings in approved format, as directed by the Court.
3. Makes referrals for education, evaluation, treatment, and community work service as may be consistent with aiding the offender to comply with the Court's dispositional/sentencing order.
4. Supervises and manages an integrated caseload of juvenile and adult offenders as assigned by the Director. Develops and establishes formal and informal probation plans for each offender, designed to bring about behavioral change. Provides counseling where indicated and assists in coordination and carrying out of treatment plans. Tracks and monitors progress of offenders. Conducts random drug/alcohol testing as required by the Court.

Traverse County  
Position Description  
Probation Officer

5. Compiles monthly statistical reports and maintains required reports and necessary correspondence on cases.
6. Files probation violations on cases not meeting conditions of probation, attends hearings and provides testimony and/or sentence recommendations to the Court.
7. Locates and coordinates out-of-home placements, providing transportation as necessary and attends progress staffing for wards in residential care, including those confined in state correctional institutions.
8. Establishes and maintains effective working relationships with law enforcement, schools, public and private social service agencies, and all others whose interest and support might contribute to the rehabilitation of the offender. Serves on committees and participates in advisory meetings.
9. Diverts selected offenders from the criminal justice system as may be consistent with public safety. Reviews referrals from the prosecuting authority to determine if guidelines for diversion are met, interviews offenders and collateral contacts as necessary, and approves diversion or returns to prosecutor for formal court action. Constructs and executes contracts with offenders in lieu of formal court action; notifies referring authority of compliance or instructs to proceed with formal court action.
10. Performs other job-related duties as assigned.

**MINIMUM QUALIFICATIONS**

Bachelor's Degree in Corrections, Criminal Justice, Criminology, Counseling, Counseling Psychology, Psychology, Social Work, Sociology, Law Enforcement, Human Services OR Education. Candidates must meet hiring standards of the Minnesota Department of Corrections, and be eligible for employment. A valid driver's license is required. Personal vehicle for extensive travel is required.

**KNOWLEDGE, SKILLS AND ABILITIES**

Knowledge of department and county organization and administrative policies, procedures, and practices; developmental dynamics and the influence of environment on human behavior; treatment modalities and their application; the court system, juvenile and criminal law, and the philosophy and functioning of the corrections system, and data privacy rules and procedures.

Skill in reading, writing, and speaking English proficiently; interrogating hostile offenders to obtain needed information; motivating reluctant clients; establishing productive relationships with offenders in an authoritarian role; diagnostic and counseling skills which can lead to change; formal narrative

Traverse County  
Position Description  
Probation Officer

reporting to the court, Minnesota Department of Corrections, and professional treatment providers; negotiating agreements, persuading and convincing others; public relations skills to coordinate with other law-related offices and courts; assertiveness; computer skills.

Ability to effectively present court testimony; develop and maintain effective working relationships with supervisors, co-workers, department heads, other county staff, other state and federal agency staff, attorneys, and members of the public; demonstrate effective oral and written English communication skills and communicate effectively with judges and members of the Bar, law enforcement, offenders, and the general public; operate computers and all other job-related equipment; understand and carry out oral and written instructions; work independently, exercise good judgment; maintain confidentiality.

**GENERAL RESPONSIBILITIES/REQUIREMENTS:**

1. Ability to use considerable independent judgment to plan and perform work, using general methods and ability to make decisions involving considerable initiative and ingenuity.
2. Ability to make decisions through setting procedures, interpretation of policies and/or final recommendations for procedures or methods.
3. Ability to handle, use and care for information, records or data in an appropriate manner to prevent loss or damage.
4. Moderate to considerable ability to perform duties, use independent judgment and make decisions so as not to harm clients and/or others.

**MENTAL/VISUAL DEMAND:** Frequent mental and visual attention required.

**PHYSICAL DEMAND:** Some degree of physical effort required to perform the job duties.

**WORKING CONDITIONS:** Hazards associated with this position are moderate.

# EMPLOYMENT APPLICATION

COURT SERVICES/PROBATION DEPARTMENT  
WESTERN PROBATION SERVICES  
BIG STONE, GRANT, STEVENS, TRAVERSE AND WILKIN COUNTIES, MN

POSITION  
PROBATION OFFICER

Traverse County Human Resources Department  
P.O. Box 428  
702 2<sup>nd</sup> Ave North  
Phone: 320-422-7778  
Fax: 320-563-4424  
[www.co.traverse.mn.us](http://www.co.traverse.mn.us)  
lisa.zahl@co.traverse.mn.us

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

**DATA PRIVACY NOTICE**

The information requested on this application is intended to be used by the County in determining suitability for employment for the position which you are currently seeking or may seek in the future. You are not legally required to provide any of the information on this form at this time. However, failure to provide complete, accurate information may result in the County being unable or unwilling to offer employment to you. With respect to any special accommodations necessary for completing your application or the interview process, the County may be unable to provide the necessary accommodations if you do not provide the information in Section IV. The information on this application which is classified as private data under the Minnesota Government Data Practices Act will not be released outside the County without your consent except as necessary for tax purposes or as otherwise required by state or federal law.

**POSITION DESIRED**

Title of position for which you are applying: \_\_\_\_\_

Date Available to Begin Employment: \_\_\_\_\_

**PERSONAL DATA**

Name: \_\_\_\_\_  
Last First Middle

Address: \_\_\_\_\_  
Street City State Zip

Home phone #: \_\_\_\_\_ Alternative contact # \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you either a U.S. citizen or legally eligible to hold employment in the United States? Yes \_\_\_\_\_ No \_\_\_\_\_

Have you previously worked for the County? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, position held/department: \_\_\_\_\_

If yes, under what name may your previous employment records be found? \_\_\_\_\_

Do you have any special needs which may necessitate accommodations in the application/interview process?  
Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please describe the type of accommodation requested: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List all other names under which you have been employed or under which your employment or educational records may be found. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please explain any gaps in employment dates: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WORK/VOLUNTEER EXPERIENCE**

List ALL work experience, whether or not relevant to this position, and all relevant volunteer experience, most recent to be listed first.

Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Position Title: \_\_\_\_\_ Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_

Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Position Title: \_\_\_\_\_ Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_

Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Position Title: \_\_\_\_\_ Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_

Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Position Title: \_\_\_\_\_ Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_

Employer: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone #: \_\_\_\_\_  
Position Title: \_\_\_\_\_ Responsibilities: \_\_\_\_\_  
\_\_\_\_\_  
Reason for Leaving: \_\_\_\_\_  
Supervisor's Name: \_\_\_\_\_



**LICENSURE/SPECIAL SKILLS**

List current licenses, registrations, or certificates relevant to the position for which you are applying.

<u>License/No.</u>	<u>Issued by</u>	<u>Date</u>	<u>Expiration</u>

*All applicable licenses or certifications must be received in the Personnel Office prior to employment commencing. If hired, you remain responsible for ensuring that all applicable licenses remain in effect.*

Computer knowledge/programs: \_\_\_\_\_

**EDUCATION**

Include high school and/or institution issuing GED and any additional education/courses taken. Do not list dates of attendance for high school. List most recent first.

Name of School: \_\_\_\_\_  
Address of School: \_\_\_\_\_  
Degree/Diploma Received: \_\_\_\_\_  
Major/Minor: \_\_\_\_\_ Dates mm/dd/yyyy of Attendance: \_\_\_\_\_

Name of School: \_\_\_\_\_  
Address of School: \_\_\_\_\_  
Degree/Diploma Received: \_\_\_\_\_  
Major/Minor: \_\_\_\_\_ Dates mm/dd/yyyy of Attendance: \_\_\_\_\_

Name of School: \_\_\_\_\_  
Address of School: \_\_\_\_\_  
Degree/Diploma Received: \_\_\_\_\_  
Major/Minor: \_\_\_\_\_ Dates mm/dd/yyyy of Attendance: \_\_\_\_\_

Name of School: \_\_\_\_\_  
Address of School: \_\_\_\_\_  
Degree/Diploma Received: \_\_\_\_\_  
Major/Minor: \_\_\_\_\_ Dates mm/dd/yyyy of Attendance: \_\_\_\_\_

List/describe any other training and/or experience relevant to the position for which you are applying: \_\_\_\_\_

**REFERENCES**

These should be people in a position to discuss your qualifications for the position you seek. Include especially managers, directors, or heads of departments under whom you have worked. Indicate any who are related to you. The County reserves the right to contact all prior employers, educational institutions or institutions where you have volunteered in addition to references listed below.

Name of Reference: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Title: \_\_\_\_\_

Name of Reference: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Title: \_\_\_\_\_

Name of Reference: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone #: \_\_\_\_\_ Title: \_\_\_\_\_

Other Information	Yes	No
Do you have a Social Security Number?		
Are you over the age of 18? If not, state your date of birth: _____		
Are you currently employed?		
Are you available to work full-time?		
Are you available to work part-time?		

**CRIMINAL BACKGROUND INFORMATION**

The County will request information regarding criminal history in the event that you become a finalist for the position which you are applying. For certain positions (namely law enforcement), criminal background information will be requested during the application stage. Further, the County may conduct a criminal background check on individuals upon making a contingent job offer. Please refer to the job description for this position to determine if such a check will be conducted. If the job description states that a criminal check will be conducted, no offer of employment shall become final until receipt of the results of the criminal background check from the BCA, the content of which is acceptable to the County, and formal approval by the appointing authority.

**PRIOR EMPLOYMENT**

Have you ever been discharged or forced to resign from prior employment, other than in relation to a human rights charge or lawsuit in which you were the claimant/plaintiff? Yes \_\_\_\_\_ No \_\_\_\_\_  
 If so, identify the employer and describe the circumstances:

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**PERSONAL STATEMENT**

Please indicate why you are interested in the position and what you hope to accomplish if selected: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**UNEXCUSED ABSENCES FROM WORK**

How many days were you *inexcusably* absent from work during the preceding three (3) years other than absences due to illness or injury of you or your immediate family? \_\_\_\_\_

## VETERAN'S PREFERENCE

The following summarizes the major points of Minnesota Statutes §197.455 which governs the granting of veterans preference for local units of government. See: <https://www.revisor.mn.gov/statutes/cite/197.455>

### A. GENERAL REQUIREMENTS:

Applicants must meet all of the following to qualify for any veterans preference points.

See: <https://www.revisor.mn.gov/statutes/cite/197.447>

1. Meets minimum qualifications of the position and/or received a passing score in the exam process without the addition of preference points.
2. Is a United States citizen or resident alien who separated under honorable conditions from any branch of the armed forces of the United States after having served on active duty (not active duty for training) for 181 consecutive days, or was separated by reason of disability incurred while serving on active duty.
3. OR, met the minimum active duty requirements as defined in 38 Code of Federal Regulations §3.12a (covers Reserve and national Guard members called up for Federal active duty).
4. OR, has certain active military service certified under Federal Law (World War II service by particular groups, such as Merchant Marine).

### B. POINTS GRANTED:

1. Ten (10) points granted to a non-disabled veteran who meets the minimum qualifications or receives a passing score.
2. Ten (10) points granted to spouse of a deceased veteran, who has not remarried and meets the minimum qualifications or receives a passing score.
3. Fifteen (15) points granted to a disabled veteran who meets the minimum qualifications or receives a passing score, if:
  - (a) The veteran has a compensable service connected disability as judged by the United States Veterans Administration or by the retirement board of a branch of the armed forces; and
  - (b) The disability exists at the time of preference is claimed.
4. Fifteen (15) points granted to the spouse of a disabled veteran, who meets the minimum qualifications or receives a passing score, and the veteran meets the requirements listed in 3 above, but who is unable to qualify because of their service connected disability.

Are you a veteran or spouse who elects to use veterans preference points to augment passing ratings?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Are you a disabled veteran who elects to use veterans preference points to augment a passing rating?  
Yes \_\_\_\_\_ No \_\_\_\_\_

Are you the spouse of a disabled veteran who elects to use veterans preference points to augment a passing rating? Yes \_\_\_\_\_ No \_\_\_\_\_

**Documentation of military status/eligibility is required. You must submit legible copies of your DD214 (Member Copy 4), United States Department of Veterans Affairs (USVA) Summary of Benefits Letter, Marriage License, Death Certificate, USVA Disability Award Letter, as applicable. Please attach or forward within five (5) business days.**

CERTIFICATION, ACKNOWLEDGMENT AND RELEASE

**I certify** that the answers I have given on this application are true and correct to the best of my knowledge. I understand that any false or misleading information provided, or any omission or concealment of facts, will disqualify me from consideration for employment, and constitutes grounds for my immediate dismissal.

**I understand, acknowledge and agree** that no offer of employment is valid or binding until formal approval by the Court Services/Probation Department until such approval that the Court Services/Probation Department shall not be liable for any reliance on any oral or written offers of employment made to me.

In connection with this application **I hereby authorize** any and all current and former employers, organizations where I have volunteered and references named in this application, or any agent of such a former employer or volunteer organizations, to release to the Court Services/Probation Department and its agents any and all information regarding my job performance and fitness/qualifications to perform the position I am presently seeking and any other employment or related information, both public and private, in their possession. I understand that the Court Services/Probation Department will use this information to determine my fitness/qualifications for the position I am seeking. This authorization expires one year from the date of my signature, below.

**I hereby release** the Court Services/Probation Department and all former employers, volunteer organizations and references listed herein and any and all agents acting on behalf of said Court Services/Probation Department, former employers, volunteer organizations or references, for any and all liability of whatever nature by reason of requesting or providing such information.

Date \_\_\_\_\_ Signature \_\_\_\_\_  
(Do not print)

**BIG STONE, GRANT, STEVENS, TRAVERSE AND WILKIN COUNTIES  
AUTHORIZATION FOR RELEASE OF INFORMATION**

This form is to be completed by individual giving permission to release information.

**AUTHORIZATION FOR RELEASE OF INFORMATION**

I hereby AUTHORIZE THE Bureau of Criminal Apprehension and other law enforcement agencies located in the following counties/states:

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(Applicant should identify each county in which applicant has resided in the preceding 5 years)

To release the information identified in connection with the evaluation of my application for employment for the position of Probation Officer with the Counties of Big Stone, Grant, Stevens, Traverse and Wilkin.

The information may be released to : Anthony Frisch.

**NATURE OF INFORMATION TO BE DISCLOSED**

All felony, gross misdemeanor and misdemeanor convictions (criminal and/or traffic).

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**IDENTIFYING INFORMATION**

Name of individual on whom information is requested:

\_\_\_\_\_  
(Last)

\_\_\_\_\_  
(First)

\_\_\_\_\_  
(Middle)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State and Zip)

Date of Birth: \_\_\_\_\_

(Month)

(Day)

(Year)

A PHOTOCOY OF THIS FORM SHALL BE ACCEPTED IN PLACE OF THE ORIGINAL

This section is to be completed by the Bureau of Criminal Apprehension or other law enforcement agency.

INFORMATION REQUESTED IS AS FOLLOWS:

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Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Agency: \_\_\_\_\_

Date: \_\_\_\_\_

**BIG STONE, GRANT, STEVENS, TRAVERSE AND WILKIN COUNTIES  
PROBATION OFFICER  
PROBATION DEPARTMENT**

**Instructions:**

This written examination must be completed in order to qualify as a Probation Officer applicant. Respond to each question in the space provided. Your response to these questions will be used to determine eligibility and ranking. After completing the exam, you must sign and date the exam.

**Question #1**

Do you have previous experience working with or supervising adult and juvenile offenders?

Please describe:

**Question #2**

Personal time management will be critical to your success as a Probation Officer. Describe how you will effectively use your work time to complete work assignments.

**Question #3**

Developing and building relationships with other agencies, organizations and communities will be key to this position. Describe how you would go about developing these relationships and which ones you feel are most-valuable to this position.

**Question #4**

Describe any previous experience in a position that required independent judgment, accountability, and self-motivation.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date