



Towaliga Accountability Courts
101 Commerce Place, Suite 5
Barnesville, Georgia 30204
Serving Butts, Lamar, and Monroe Counties

*Hon. William A. Fears
Superior Court Judge*

*Steven Giglio
Director*

Job Announcement

Position: Field Surveillance Officer Hours per week: Up to 20 hours per week

Compensation: \$31.25 per hour IRS status: Contract labor 1099

Beginning Date: July 15, 2021 Application deadline: July 12, 2021

This position is responsible for monitoring program participants' compliance mandated by the court in field settings, to include the participants' home, place of recreation and place of work. This work will require independent judgment and initiative in resolving problems associated with program compliance in coordination with program staff.

Essential functions—examples only intended to highlight various types of work performed, but certainly not an exhaustive list as there will be other duties as assigned.

- Monitors participants through scheduled and unscheduled contacts in the field. These visits are randomly generated 7 days a week and 365 days per year.
- Due to the nature of the work, there will be holiday & weekend visits to be performed.
- Maintains and submits detailed documentation on each field visit in the form of a report to include, but not limited to the following: date, time, location, type / nature / purpose of the contact, and a narrative that describes the substance of the contact.
- Participates at staff meetings and case reviews prior to court as a member of the court team to ensure participant compliance with all policies and procedures.
- Attends court hearings as needed or to testify regarding surveillance activities.
- Performs alcohol and drug screening in the field in accordance with program policy.

Knowledge, Skills & Abilities

- Knowledge of the principles & procedures of an accountability court program.
- Ability to organize and maintain an assortment of records, reports and information.

- Ability to communicate effectively both verbally and in writing, as well as with supervisors, staff members and participants.
- Ability to use independent judgment in routine and non-routine situations.
- Ability to plan, organize and prioritize daily assignments and work activities.
- The ability to operate a motor vehicle, surveillance equipment, and drug screening equipment.

Minimum Qualifications

- High school diploma or equivalent
- P.O.S.T. certified law enforcement officer (currently)
- Two (2) years working experience within law enforcement, probation field supervision, or any equivalent combination of education & experience which provides the requisite knowledge, skills, and abilities for the position.

Those interested in this position should submit their resume to Steven Giglio, Director of the Towaliga Accountability Courts, at sgiglio@tacourts.com. Mr. Giglio will contact those candidates with the desired qualifications to continue in the interview process.