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## Assistant Probation Officer Resume

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### Job Objective

Looking for a steady position with an organization as an Assistant Probation Officer Prepared to remain long term with the right organization.

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### Highlights of Qualifications:

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- Huge knowledge of MN adult and juvenile correction statutes
  - Familiarity with federal probation and parole legal requirements, policies and procedures
  - Deep knowledge of data privacy practices and restorative justice principles
  - Ability to work with law enforcement agencies at different governmental levels
  - Ability to advise people in crisis situations
  - Ability to assess a person's social, economic and emotional needs
  - Strong investigative and critical thinking skills
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### Professional Experience:

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Assistant Probation Officer

Travis County, Tampa, FL

August 2005 – Present Imparted direct services to offenders.

Carried out intake process and formulated reports.

Aided in outlining violation reports.

Maintained offender records and extended court coverage.

Handled offender's questions, concerns and emergencies. Assistant Probation Officer

US Probation & Pretrial Services, Tampa, FL

May 2000 – July 2005 Imparted aid in administration of Probation Department.

Outlined Division policies and administered subordinates.

Carried out employee performance analysis.

Aided annual budget planning and outlined state and federal grants.

Formulated and evaluated reports.

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### Education:

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Bachelor's Degree in Criminal Justice

Saint Edward's University, Austin, TX

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