



Employee Job Description

Department: IPP

Position Title: House Arrest Officer

Pay Classification: P&A 06 (\$23.91 - \$33.81/hr.)

Reports To: IPP Director

Date of Job Description Creation/Update: 5/7/2025

Overall Descriptions of the Position:

This is a professional level position operating under the authority of the Mercer County Prison Board and the Mercer County Court of Common Pleas. The electronic monitoring program is designed and expected to maintain the integrity and credibility of the Courts, Prison Board and the IP Program. Responsibilities include but is not limited to the supervision of all offenders placed on house arrest with and without electronic monitoring, Continuous Alcohol Monitoring (CAM) and GPS only supervision by the Mercer County Courts, District Judges and out of County transfers. Employees must be familiar with the operation of the criminal justice system and be able to effectively communicate with program participants and their families, law enforcement officials and court staff. This officer is required to make decisions directly affecting the personal liberties of individuals. There is an element of risk inherent in working with the offender population. This position is also responsible for providing on call responsibilities in support of the house arrest program.

Position Requirements:

- Education/Training:
- Minimum of a Bachelor's degree in criminal justice or related field.
- Ability to pass certification training as required and updating of specialized skills
 - to include specialized training programs including self-defense, firearms and
 - weapons of self-defense.
- Ability to learn and understand practices and procedures for the operation of the program.
- Work experience:
- 1 – 2 years experienced preferred.

Knowledge, Skills and Abilities Required:

- Must be able to speak and understand the English language in an understandable manner to carry out the essential job functions.
- Must possess good communication and interpersonal skills
- Must possess initiative and problem-solving skills.
- Must possess the ability to function independently, have flexibility and the ability to
 - work effectively with co-workers and staff.
- Must possess knowledge of criminal justice system and ability to apply same to the job.

- Must possess the ability to maintain confidentiality regarding offender information
 - and records.
- Must possess the technical knowledge of operating personal computers and other office equipment with accuracy and reasonable speed.
- Must possess the willingness to travel as needed to carry out the essential job duties.
- Must possess the ability to make independent decisions when circumstances warrants
 - such action.
- Must be able to maintain accurate statistics and records in computer and in files and to
 - provide required reports in a timely manner.
- Must be able to apply basic math calculations and to apply regarding collection of fees, records, reports and other documents.
- Must possess the knowledge or ability to screen offenders and place them into appropriate programs.
- Must possess a valid PA driver's license.
- Must be competent to be able to complete certification for drug and hair testing.
- Must be able to maintain JNET certification
- Must be able to learn and utilize multiple software platforms daily, including SCRAM, AP, AOPC, OMS, JNET and ICOTS.
- Must be able to maintain TASER certification.

Position Duties:

- Responsible for all aspects of supervision of assigned house arrest participants, CAM participants, and GPS only participants.
- Transfers, tracks status, and updates the Courts as necessary for all out of County and out of State transfer cases.
- Assists program participants with the interpretation of Court Orders/conditions.
- Obtain participant data and forward appropriate information to the monitoring center.
- Photograph program participants.
- Conducts drug testing and maintains chain of custody for all appropriate specimens.
 - Follows specimen collection policies and procedures to maintain the integrity of the specimen in all cases. Prepare, package, and schedule shipment of specimens as necessary for lab confirmation.
- Maintain records of drug testing in accordance with program policy and procedures.
- Maintain the drug test collection control log and submit this log as required to the administrative assistant/intake officer for billing purposes.
- Conduct alcohol breath testing using departmental supplied equipment.
- Inventory, order, return, calibrate and deplete electronic monitoring, drug testing and alcohol testing equipment.
- Install and remove electronic monitoring equipment and in their residence.
- Review alarm summaries submitted by the monitoring center daily to include activity summaries, breath alcohol test results and location checks. Take appropriate disciplinary action as required and outlined in violation policies.
- Maintains an open line of communication with drug and alcohol treatment agencies.
 - Monitors compliance of defendants with their treatment programs.
- Maintains an open line of communication with mental health treatment providers and makes appropriate referral of defendants to such treatment.
 - Monitors compliance of defendants with their treatment programs.
- Monitors house arrest defendant compliance with payment schedules as established in appropriate cases.
- Conducts office, field and collateral contacts to ensure offender compliance with program policies and procedures and directives, conditions and Court Orders.

- Responsible for maintaining the house arrest program participant database.
- Investigates alleged violations of conditions governing supervision of the Intermediate
 - Punishment House Arrest Program. Complete and issue violation notices to offenders for infractions of program policies and regulations.
- Verify participant activity through collateral contacts and monitoring activity reports.
- Provide written reports regarding participant violations for review by Courts.
- Schedules and testifies in court proceedings as necessary.
- Effectively carries out the policies and procedures for the House Arrest program as established in the Mercer County Intermediate Punishment House Arrest Program.
- Prepares monthly statistical reports and maintains and provides information for the preparation of such other reports as directed.
- Performs such other related tasks and duties as may be requested or assigned by the IPP Director in support of the IP Program.
- Coordinates treatment for offenders with special needs.
- Networks with local law enforcement, other court staff and probation/parole departments.
- Coordinates with the Mercer County Sheriff's department and other local law enforcement agencies to detain House Arrest violators as necessary.
- Prepare billing and credit statements as appropriate for house arrest participants.
- Completes and submits Daily On-Call Activity Reports to the IP Director identifying workload.
- Prepares recommendations and progress reports to the Court as required.
- Provides daily or event occurrence updates of offender progressive records and files to include summarizing offender, collateral, offender employment, treatment and police contacts as they occur.
- Maintain offender files and records confidentiality.
- Maintain the position professionalism, credibility, and integrity always.
- Supervise Treatment Court Sanctions and maintain open communication with the Treatment Court Team regarding progress and possible violations.
- Supervise Veteran's Court Sanctions and maintain open communication with the Veteran's Court Team regarding progress and possible violations.
- Supervise IP sanctions as requested per the IP Supervisor.
- Supervise Community Service Sanctions as requested per the Community Service Coordinator.
- Responsible for knowing the rules and regulations of the Interstate Compact Offender Tracking System and completing the transfers of qualifying defendants.
- Performs background checks via JNET for District Magistrate and ICOTS cases.
- Complete a statistical analysis of the program participants monthly for presentation to the Prison Board.
- Review and calculate credit time for every eligible defendant being sentenced in the Court of Common Pleas.
- Verify addresses provided by the defendants being rotated from Mercer County Jail by openly communicating with defendant's relatives, property owners, etc.
- Prepare individualized Prospective Home Survey Packets.
- Communicate and coordinate with the Mercer County District Attorney's Office in filing new criminal charges for offenders that abscond supervision and be present for those hearings as requested.
- Monitor defendants that require alcohol monitoring through a SCRAM device as ordered by the Court.
- Monitor Defendants the require a GPS device as ordered by the Court.
- Communicate with crime victims and the Victim Witness Coordinators to provide protective exclusion zones that will alert House Arrest staff as needed.

To Apply:

Please complete the standard County of Mercer Application and send a letter of interest, salary history, and your resume to the following:

Mercer County HR Department
125 S Diamond Street
Suite 17
Mercer, PA 16137

** County of Mercer Standard Applications can be printed from the above link or can be obtained by stopping in the Human Resource office located on the basement level of the Courthouse.

Deadline to Apply: May 31, 2025