

## **JOB DESCRIPTION CHIEF PROBATION OFFICER**

### **STATEMENT**

The Chief Probation Officer, under the direction of the Judge and Court Administrator, shall have charge of the work of the Probation Department

### **QUALIFICATIONS**

- A. Education:
  - 1. Minimum of earned Bachelors Degree.
- B. Personal Qualities:
  - 1. Demonstrate leadership qualities,
  - 2. Knowledge of probation work,
  - 3. Good verbal, written communication skills,
  - 4. Knowledge and experience in implementing and maintaining computer information programs.

### **DUTIES AND RESPONSIBILITIES**

- A. Caseload Assignments:
  - 1. The Chief Probation Officer is to be responsible for the assignment of cases to individual officers, as well as regulating the size and distribution of caseloads,
  - 2. The Chief Probation Officer may establish specialized caseloads, depending upon the needs of probationers and individual officers skills.
- B. Supervision:
  - 1. The Chief Probation Officer is responsible for providing managerial supervision to all probation officers including:
    - a. Evaluation of individual officers with regard to conduct, skill level, knowledge and job performance,
    - b. Determining the needs of the department with regard to training, programmatic needs and staffing levels
    - c. Conducting departmental meetings to determine needs and disseminate information,
    - d. Review and update the paperwork and computer files/directories of department annually,
    - e. Conflict resolution within the probation department as well as interdepartmentally,
- C. Casework Supervision:
  - 1. A major element of casework supervision is to provide case consultation to individual officers as well as the Court. These duties include but are not limited to:
    - a. Screening for needed services,
    - b. Planning, report writing,
    - c. Staff development and education,
    - d. Client evaluation, assessment,

- e. Use of community resources and referrals,
  - f. Case management,
  - g. Developing dispositional alternatives and recommendations
  - h. Other associated function of casework supervision.
- D. Personnel Supervision:
- 1. Interview and evaluate applicants,
  - 2. Make staff hiring recommendations to the Judge and Court Administrator,
  - 3. Evaluation of employees' progress and performance.
- E. Budget:
- 1. Will assess the needs of the department and make recommendations accordingly.
- F. Additional Duties – Responsibilities – To be assigned by the Judge and Court Administrator, as deemed necessary.