

**SHELBY COUNTY COMMON PLEAS COURT  
JOB ANNOUNCEMENT**

**JOB TITLE:** FULL-TIME CHIEF PROBATION OFFICER FOR THE SHELBY COUNTY COMMON PLEAS COURT

**NATURE OF JOB:**

This position is responsible for the administration and management of the Common Pleas Probation Department. The Chief Probation Officer plans, organizes, develops, coordinates, oversees and directs all aspects of the Probation Department including personnel, program compliance, general administration, planning, supervision, and implementation of all programs and policies.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Plan, develop, organize, implement, direct, monitor and evaluate all Probation Department staffing, equipment and programming needs.
- Develop, review, update, maintain and enforce policies and procedures.
- Assign and monitor all phases of the Probation Department's workload, delegate duties and other Departmental functions to personnel and provide Departmental leadership.
- Provide direct services to offenders as needed by maintaining and collaborating relationships with outside social, medical and educational agencies for rehabilitative services.
- Establish and maintain evidence-based practices for the supervision and curriculum for offenders, consistent with reducing recidivism and enhancing rehabilitation, and maintain accurate and complete records of all individuals on supervision.
- Monitor, manage and assist in Departmental budget, expenses and funding sources, develop grant application opportunities, and manage grant application and reporting procedures.
- Assist the Common Pleas Judge as directed and promote the operations of the probation department in accordance with the rehabilitative goals of the Judge.
- Maintain confidentiality of all Court data as required by law.
- Research and recommend to the Court appropriate procedures and programs to ensure effective probation program operation, with a goal of maintaining public safety and assisting offenders in complying with Court orders while promoting effective rehabilitation.
- Maintain memberships and participation in relevant professional associations.
- Represent the Probation Department at various meetings and conferences.
- Foster and maintain a professional work environment with effective leadership.
- Collect data, establish facts, and draw valid conclusions using practical judgment and analytical skills and prepare reports as the individual deems advisable and as directed, including annual stats.

*The above duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned this classification. This is not an exhaustive list of all duties to be performed. Other duties may be assigned.*

## **SUPERVISORY RESPONSIBILITIES**

Management and supervisory skills are essential to the position. The individual must have consistently demonstrated ability to apply progressive management principles; plan and implement department goals and objectives based on state and federal guidelines; communicate effectively, both orally and in writing, creating a supportive and positive work environment. Directly responsible for the supervision, management, direction and development of all staff assigned to the Probation Department. Supervisory responsibilities include the following:

- Schedule and conduct staff meetings, coordinate and approve staff requests for leave to ensure adequate coverage, and complete performance evaluations for assigned staff, no less than annually.
- Coordinate and manage staff training, orientation for new employees, and assist in recruiting, selecting and hiring competent staff.
- Recognize, counsel and/or discipline staff in accordance with policy and procedures and report such activity to the Court Administrator.
- Conduct case audits on Probation Officers for quality assurance.

## **QUALIFICATIONS:**

### **EDUCATION AND EXPERIENCE**

A minimum of a Bachelor's degree is required, preferably in Criminal Justice, Criminology or a Social Science, plus a minimum of five (5) years of relevant work experience, or an equivalent combination of experience and education, including management or supervisory skills.

### **KNOWLEDGE, QUALIFICATIONS, SKILLS AND ABILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required:

- Interact with individuals comprising a variety of socioeconomic backgrounds.
- Communicate effectively in writing or orally, with co-workers and the general public.
- Read and write reports, correspondence and instructions.
- Exercise good judgement in making decisions in accordance with laws, regulations and policies.
- Establish and maintain proactive working relationships with fellow employees, law enforcement, the general public and persons on probation.
- Provide administrative and professional leadership and direction to Department personnel.
- Maintain accurate records and comprehends the necessity for confidentiality and will demonstrate regular and predictable attendance.
- May be required to work outside normal business hours.
- Operate standard office equipment including, but not limited to, computer, fax and copy machines, scanner, telephones and printers.
- Possess a valid operator's license.
- Possess a professional appearance and demeanor at all times.

- Completion of Ohio Risk Assessment System (ORAS) Training; annual completion of Twenty (20) Hours of Changing Offender Behavior (COB) Training and annual completion of all and any required training pursuant to State law or grant requirements.

**METHOD OF APPLICATION:**

A resume with cover letter describing how you meet the qualifications outlined above and three (3) references who are able to verify your management experience/skills must be submitted no later than 4:00 p.m., December 21, 2020, to Court Administrator Lori Moore, Shelby County Common Pleas Court, P.O. Box 947, Sidney, Ohio 45365. Ms. Moore may be reached at 937-498-7808. Equal Opportunity Employer.