

# JACKSON COUNTY

## CHIEF PROBATION OFFICER

### General Summary

Under the direction of the Court Administrator, oversees and participates in the activities of a department responsible for supervising probationers and ensuring that all conditions of probation are met. Oversees and conducts investigations and the preparation of reports to assist the Judges in sentencing and makes recommendations regarding probationers failing to comply with their probation. Conducts alcohol/drug screenings. Makes referrals to various programs and resource agencies to assist probationers with drug, alcohol or other programs. Supervises the activities of probation officers and support staff.

### Essential Functions

1. Supervises other probation staff serving as probation officer and providing clerical support. Participates in the hiring process and is responsible for training, assigning work, scheduling, reviewing and evaluating performance, and dealing with employee relations issues in the early stages.
2. Drafts policies and procedures for the probation department in coordination with the Court Administrator, and analyzes and prepares recommendations on program needs. Reviews current court cases and statutes which impact departmental procedures.
3. Assists with the administrative functions of the probation program, such as overseeing the preparation of activity reports, preparing preliminary budget requests, and related functions. Assists in planning and developing new programs related to district court probation and monitors the progress of such programs.
4. Counsels and assists staff on the more difficult or complex assignments.
5. Coordinates the evaluation, recommendation and utilization of referral agencies and programs.
6. Serves as Probation Department liaison with law enforcement agencies, other courts, counseling and referral agencies, and others.
7. Coordinates the courts role in programs such as victims panel and school programs aimed at reducing drinking and driving or reducing or preventing other criminal behavior.
8. Oversees the maintenance of probation records which includes the access ability, confidentiality and destruction in accordance with record retention requirements.

9. Coordinates court security on high risk court matters.
10. Regularly performs the functions of a District Court Probation Officer for a limited caseload.

### Other Functions

11. None listed.

*This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.*

### Employment Qualifications

**Education:** Equivalent of a Bachelors Degree in criminal justice, psychology, counseling or closely related area.

**Experience:** Four years of experience equivalent to the position of District Court Probation Officer, prefer some experience in an administrative/supervisory capacity.

**Other Requirements:** Certified by the State of Michigan to conduct alcohol assessments.

**FLSA Status:** Exempt.

*The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.*

**Physical Requirements** *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to access courtroom.

Ability to enter and retrieve information from a computer terminal.

Ability to access probation files.

Ability to access jail.

### **Working Conditions:**

Regular contacts with persons charged and/or convicted of criminal offenses.

