Job Description

Chief Probation Officer

The Chief Probation Officer is responsible for directing the overall operation of the Probation Department.

**Qualifications**

**Education**

* Preferred Bachelor’s Degree in Sociology, Criminology or Social Work, or combination of education and minimal five years work experience in probation/parole supervision.

**Personal Qualities**

* Demonstrate leadership ability
* Knowledge of probation casework practices
* Excellent verbal and written communication skills
* Ability to relate to other professionals

**Duties/Responsibilities**

**Caseload Assignments**

* The Chief Probation Officer is responsible for the assignment of cases to individual officers as well as regulating the size and distribution of caseloads.
* The Chief Probation Officer may develop and/or establish specialized caseloads/programs, depending upon the needs of probationers and the skill level of officers.

**Supervision**

* The Chief Probation Officer is responsible for providing managerial supervision to all staff including:
* Evaluating individual staff with regards to their conduct, skill level, knowledge, and job performance.
* Determining the needs of the department with regards to training and programs.
* Conducting departmental meetings at regular intervals to determine needs and disseminate information.
* Reviewing and updating paperwork, process, policies and procedures.
* Resolving conflicts regarding personnel and other departments.
* Providing employee disciplinary actions.

**Casework Supervision**

A major element of the casework supervision duty is to provide case consultation to individual officers. These duties include, but are not limited to:

* Screening for needed services.
* Providing staff development and education.
* Evaluating and assessing clients.
* Using community resources and referrals.
* Developing case management.
* Other associated functions of casework supervision.

**Casework**

The Chief Probation Officer may carry a limited caseload at this discretion.

**Budget**

The Chief Probation Officer is responsible for assessing the needs of the department, and making recommendations accordingly.

**Personnel**

* Interviewing/evaluating applicants and making recommendations to Judges for appointment.
* Evaluating employees’ performance.

**Community Corrections Act Director**

* Responsible for State Grant application.
* Supervise and maintain Fiscal Grant Budget
* Oversee the performance of prison/jail diversion programs.

**Additional Duties**

* To be assigned by Judges as the need arises.