

SUPERIOR COURT OF MOHAVE COUNTY

JOB DESCRIPTION

TITLE: Adult Chief Probation Officer
OCCUPATIONAL CATEGORY: Officials and Administrators
DIVISION: Probation
EFFECTIVE DATE: 07/07/16



CLASS CODE: J125
FLSA: Exempt
SALARY RANGE: 29
STATUS: Unclassified

JOB SUMMARY

Under administrative direction, oversees, manages, administers and supervises all functions associated with the overall operations of adult probation and related services. Oversees adult probation-related personnel management, fiscal management, records management, office management, space and equipment management, public education, research and advisory services related to adult probation operations and services. Coordinates with the Juvenile Court Services Director for allocation/use of shared personnel, space and equipment and operations.

REPORTS TO:

This is an unclassified at-will position that reports to the Superior Court Presiding Judge and the Superior Court Administrator.

SUPERVISION EXERCISED

Directs the operations of probation protective service officers and support personnel.

ESSENTIAL JOB FUNCTIONS

*The following examples of duties provide a representative summary of the major duties and responsibilities but are **NOT** intended as a comprehensive list of job functions/duties performed by individuals assigned to this classification. Incumbents may not be required to perform all duties listed and/or may be required to perform additional, position-specific, duties.*

- Performs a variety of management and supervisory functions; oversees and manages personnel of a multiple work site organization; interviews prospective employees; hires, recommends and/or approves hiring; identifies and implements new employee and on-going staff training programs.
- Coordinates, prioritizes and assigns tasks and projects; tracks and reviews work progress and process; establishes employee and operational performance measures, goals, objectives and priorities; evaluates work performance; prepares performance appraisals.
- Recommends, undertakes and/or approves subsequent performance-related actions.
- Develops, reviews, approves and/or implements disciplinary actions.
- Identifies, recommends, reviews, assesses, establishes, modifies, maintains and participates in the development of specific adult probation-related and overall court strategic plans; identifies and monitors long and short range goals and objectives; designs and/or oversees performance measures; incorporates in to the budget process.
- Works with judges to coordinate and provide adult probation services to the judicial divisions.
- Identifies, reviews requests and proposes adult probation staffing, equipment, facilities and related operational needs; identifies funding requirements, funding sources, grant funding availability and/or other resources.
- Oversees budget development, preparation and presentation; provides justification and responds to inquiries.
- Monitors budget allocations; reviews and/or oversees approvals of budget expenditures, purchases and procurement.
- Researches, develops, prepares and submits grant funding applications; administers and monitors grant funded projects and programs.
- Identifies, reviews, assesses, develops, oversees and modifies, implements and/or approves modifications of operational and procedural applicable policies and procedures; determines staff compliance; establishes protocols and processes; assesses applicability, effectiveness and relevance to court operations.
- Coordinates with the Juvenile Court Services Director on matters that effect the operation of both the Adult and Juvenile Divisions.

- Acts as a liaison between adult probation and the Administrative Office of the Supreme Court to implement statewide adult probation policies and programs.
- Reviews pending and proposes new legislation; identifies impact on overall and/or specific probation-related operations.
- Analyzes legislation, statutes, and court rulings to establish policies and procedures as necessary to ensure adult probation programs and services are in compliance.
- As required, testifies before legislative bodies. Serves as a resource regarding legislation and related matters.
- Serves as probation services representative and liaison to various governmental agencies and the legislature.

SECONDARY JOB FUNCTIONS

- Performs related work as required.
- Performs special assignments as requested.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Knowledge of applicable city, county, Arizona Supreme Court, state and Federal statutes, rules, ordinances, codes, administrative orders, case law and other relevant directives.
- Knowledge of Mohave County and specific court/probation services related policies and procedures.
- Knowledge of the principles of management and supervision.
- Knowledge of the principles of public budgeting, monitoring and evaluation.
- Knowledge of the principles of file and records management.
- Knowledge of the principles of strategic planning.
- Knowledge of court processes, procedures and legal terminology.
- Knowledge of the legislative process.
- Knowledge of trends and practices in probation services, administration and public sector administration.
- General knowledge of the Juvenile Justice System as may be required to coordinate joint probation operations with the Juvenile Court Services Director.

Skill in:

- Skill in reading, understanding, interpreting and applying relevant city, county, state and Federal statutes, rules, ordinances, codes, administrative orders, case law and other relevant directives.
- Skill in assessing, evaluating, prioritizing and handling multiple tasks, projects and demands.
- Skill in working within deadlines to complete projects and assignments.
- Skill in producing written presentations and oral reports for internal and external audiences.
- Skill in organizing and coordinating the efforts of court personnel and others.
- Skill in establishing and maintaining effective working relations with co-workers, other County employees, representatives of other governmental agencies, law enforcement, victims, witnesses, litigants, news media, general public and others having business with the courts of Mohave County.
- Skill in operating a personal computer utilizing a variety of commonly used and specialized software applications.

Ability to:

- Perform the essential functions of the job specifications with or without a reasonable accommodation.
- Comply with Superior Court of Mohave County Merit Rules, Administrative Procedures and Department Regulations.

WORK CONTACTS

Regular contact with associate personnel, other county departments, other agencies and the general public.

WORKING CONDITIONS/ PHYSICAL REQUIREMENTS

- May be exposed to potential physical harm, hazardous chemicals and/or infectious diseases.
- Work is subject to varying post and/or job-site assignments and may be subject to irregular work hours/ schedules to include completion of work on holidays and weekends.
- Work may also require traveling.
- May be required to lift and/or carry heavy, bulky items, equipment, supplies and/or other materials weighing up to 50 pounds.

REQUIRED MINIMUM EDUCATION, EXPERIENCE AND TRAINING

A Master's Degree in Business, Management, the Social Sciences or a related field from an accredited college or university **AND** ten (10) years' experience in the fields of corrections or probation, or working with offenders or delinquents in some equivalent capacity with at least five (5) years of progressively increasing responsibility in an administrative or supervisory capacity (as required by Arizona Revised Statutes 12-251 and Part 6, Chapter 1, Section 6-106 of the Arizona Code of Judicial Administration.)

SPECIAL JOB REQUIREMENT

- Must complete annual training as required by the Committee on Judicial Education and Training (COJET).
- Must possess a valid State of Arizona Driver's License at the start of employment and maintain said license while employed in this position.
- Must obtain and maintain State Probation Officer Certification.
- Must obtain within sixty (60) days of employment and must maintain defensive driving certification and first aid/CPR certification.
- Provide acceptable driving history at no cost to the County.
- Employees are subject to immediate callout when an emergency, disaster or breach of homeland security occurs. Employees shall be available, unless excused, to ensure the court is adequately staffed during and immediately following natural and/or manmade disasters, infectious disease outbreaks, and acts of terrorism. This may require assisting other employees in the work unit in accomplishing assignments as necessary and the working of unusual, long hours over an extended period of time with infrequent breaks or rest periods. An employee who is working with an accommodation must meet with their supervisor and division head to discuss their requirement for response.

DISCLAIMER

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job. It is illustrative and representative. Management is not precluded from assigning other related functions not listed herein if such functions are a logical assignment within the scope of the job specification for the position. The job description does not constitute an employment agreement and is subject to change at any time by the Superior Court. Physical characteristics described herein are representative of those that must be met by an employee to successfully perform the essential functions of this classification. Reasonable accommodations may be made to enable an individual with a qualified disability to perform the essential functions of a job, on a case-by-case basis.