

# SUPERIOR COURT OF MOHAVE COUNTY

## JOB DESCRIPTION

**TITLE:** Deputy Chief Probation Officer  
**OCCUPATIONAL CATEGORY:** Officials and Administrators  
**DIVISION:** Probation  
**EFFECTIVE DATE:** 08/15/16  
**REVISED:** 04/01/17



**CLASS CODE:** J109  
**FLSA:** Exempt  
**SALARY RANGE:** 25  
**STATUS:** Classified

### JOB SUMMARY

Under administrative direction, assists in the day-to-day oversight, management, administration and supervision of all functions associated with the overall operations of adult probation and related services. Participates in a variety of adult probation-related personnel management, fiscal management, records management, office management, space and equipment management, public education, research and advisory services and intergovernmental relations related to adult probation operations and services.

### REPORTS TO:

This position reports to the Adult Chief Probation Officer.

### SUPERVISION EXERCISED

This position performs duties under limited supervision and directs the operations and functions of protective service officers and support personnel of the Adult Probation Division.

### 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.*

- Assists in and performs a variety of management and supervisory functions; oversees and manages assigned staff and personnel; 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.
- Recommends, reviews, assesses, modifies, maintains and participates in the development of probation-related strategic plans; monitors long and short range probation goals and objectives; monitors and/or oversees performance measures.
- Participates in the budget process; identifies, reviews requests and proposes and/or forwards probation and detention-related staffing, equipment, facilities and related operational needs; identifies funding requirements, funding sources, grant funding availability and/or other sources.
- Assists in 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 recommends changes, modifies and/or implements modifications of operational and procedural court policies and procedures; determines staff compliance; establishes protocols and processes; assesses applicability, effectiveness and relevance to court operations.
- As assigned, reviews pending and proposed new legislation; identifies impact on overall and/or specific probation-related operations.
- As required, testifies before legislative bodies.
- Serves as a resource regarding legislation and related matters.

- As authorized, serves as a probation services representative and liaison to various governmental agencies and the legislature.

## **SECONDARY JOB FUNCTIONS**

- May consult with the Adult Chief Probation Officer and with Judges on the suitability of programs for probationers.
- May act on behalf of the Adult Chief Probation Officer in his/her absence.
- Performs related work as required.
- Performs special projects/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 the principles and evidence-based practices of social and correctional case management, interviewing techniques, and the interrelationships of probation, law enforcement, social welfare, and societal influences.
- 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 community social services programs and resources.
- 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.

### **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, jurors, 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 Bachelor's Degree with a preference in the behavioral sciences or a related field from an accredited college or university (as required by Arizona Revised Statutes A.R.S. 8-203, A.R.S.12 - 251 and Part 6, Chapter 1, Section 6-106 of the Arizona Code of Judicial Administration) **AND** seven (7) years' experience in the fields of corrections or probation, or working with offenders or delinquents in

some equivalent capacity with at least two (2) years of progressively increasing responsibility in an administrative or supervisory capacity **OR** any equivalent combination of experience and/or education from which comparable knowledge and skills have been achieved. A Master's Degree is preferred.

### **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 possess 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.