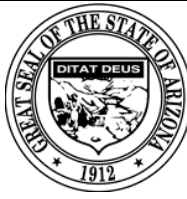


# SUPERIOR COURT OF MOHAVE COUNTY

## JOB DESCRIPTION

**TITLE:** Deputy Probation Officer Senior  
**OCCUPATIONAL CATEGORY:** Professionals  
**DIVISION:** Probation  
**EFFECTIVE DATE:** 04/25/17  
**REVISED:** 11/04/19



**CLASS CODE:** J248  
**FLSA:** Exempt  
**SALARY RANGE:** 21  
**STATUS:** Classified

### **JOB SUMMARY**

Under general supervision, oversees, manages, supervises and administers the day-to-day and overall operations of one or more work units of the Mohave County Probation Office. Serves as a working supervisor in handling a case load. Participates in a variety of 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 probation operations and services.

### **REPORTS TO:**

To the Adult Chief Probation Officer, or the Director of Juvenile Court Services, or the Deputy Chief Probation Officer or Deputy Director of Juvenile Court Services.

### **SUPERVISION EXERCISED**

Exercises supervision over assigned probation 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.*

- Assists in and performs a variety of functions associated with the operation of one or more assigned work units; 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.
- Provides input and assistance in the development and monitoring of probation-related strategic plans; monitors long and short-range probation goals and objectives; monitors and/or oversees performance measures.
- As authorized, participates in the budget process; identifies, reviews and proposes and/or forwards probation staffing, equipment, facilities and related operational needs; identifies funding requirements, funding sources and/or grant funding availability.
- 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.
- As assigned, researches, develops, prepares and submits grant funding applications; administers and monitors grant funded projects and programs.
- Participates in the review, assessment, development and implementation of operational and procedural court policies and procedures; determines staff compliance.
- As assigned, reviews pending and proposed new legislation; identifies impact on overall and/or specific probation-related operations. As required, testifies before legislative bodies.
- As authorized, serves as a probation services representative and liaison to various governmental agencies and the legislature.
- Undertakes special projects as required/assigned.

- Provides guidance and assistance to staff; reviews files, records and Pre-Sentence Investigation (PSI) Reports; provides comments, suggests and/or edits reports.
- As required, handles a probation caseload; works with defendants, families and others; researches and prepares PSI; testifies in court; monitors assigned probationers for compliance to court-order conditions of probation; recommends and/or undertakes actions to violate probationer's probation and/or to terminate probation early.
- Works with surveillance officers and others regarding individual and collective probationer issues, concerns and activities.
- In confrontational situations with probationers or others, appropriately and effectively responds and uses defensive tactics and techniques as learned at the Defensive Tactics Safety Training Academy, when necessary.
- Performs and demonstrates through proficiency testing, competency in, and an understanding of physical and verbal defensive tactics techniques, including the following, or their comparable alternatives: 1) Forcefully raise arms above head (straight arm wristlock and takedown), 2) Perform minor aerobic activity, 3) Stand for up to 2 hours at a time, 4) Engage in balanced movements, 5) Throw hand strikes (fist strikes and palm heel strikes), 6) Use impact weapons (ability to swing arms in a striking action with a baton that weighs 16 ounces), 7) Kick at targets below 24" (front snap kicks), 8) Perform controlled falls and return to standing position unassisted (break falls and recovery), 9) Complete hand strikes and kick drills at partial speed, 10) Sustain exposure to Oleoresin (OC) spray, 11) Engage in fighting techniques while on the ground, 12) Be able to bend knees lower center and touch the ground with one hand (break fall recovery and baton closing techniques), 13) Be able to bend knees to a 45 degree angle (all ground techniques).

### **As Assigned Safety and Training Officer**

- Assigned supervision of the fugitive apprehension unit.
- Coordinate all training as it relates to conduct work safely, developing fugitive apprehension strategies, and executing fugitive arrests.
- Assists in and performs a variety of functions associated with the operation of officer safety training and the Fugitive Apprehension Unit. Facilitates new employee officer safety training within the employee's first 30 days of employment.
- Prepares and/or reviews the bi-annual and annual officer safety reports and ensures submission to the Administrative Office of the Courts.
- Must become or maintain credential of being a Probation Certified Defensive Tactics Instructor, a Probation Certified Firearms Instructor, Simunitions Instructor, Taser Instructor, Rifle Instructor, Glock Armorer and AR15 Armorer.
- Will be appointed to participate as a member of the Staff Safety Advisory Committee (SSAC).
- Will serve as a field training officer for all new field officers, underperforming officers, or any officer as needed.

### **SECONDARY JOB FUNCTIONS**

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

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

#### **Knowledge of:**

- Knowledge of Superior Court of Mohave County Merit Rules, Administrative Procedures and Department Regulations.
- 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 best practices in adult and juvenile probation and community corrections.
- 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 court processes, procedures and legal terminology.

#### **Skill in:**

- Skill in communicating and maintaining professionalism with the public, co-workers, and work contacts.
- 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, the bar association, 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:**

- Ability to plan, review and direct work of others.
- Ability to make sound casework decisions independently and in accordance with established policies and procedures.
- Ability to follow written and verbal instructions.
- Ability to communicate effectively verbally and in writing.
- Ability to perform the essential functions of the job specifications with or without a reasonable accommodation.
- Ability to 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, extreme weather conditions, 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**

Be a United States citizen or legal resident. 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 Statute A.R.S. 8-203 and Part 6, Chapter 1, Section 6-106 of the Arizona Code of Judicial Administration) **AND** four (4) years' experience in the fields of corrections or probation, or working with offenders or delinquents in some equivalent capacity with one (1) year in an administrative or supervisory capacity **OR** any equivalent combination of experience and/or education from which comparable knowledge and skills have been achieved. Be a minimum age of twenty-one (21) years. Must successfully pass a pre-employment character and fitness background investigation, including but not limited to: fingerprinting and criminal history records check, Department of Child Safety (DCS) Central Registry check, (MVD) driving records check, psychological evaluation, polygraph examination, and submit to and pass a pre-employment drug/alcohol screen. Must successfully complete 40-hour Defensive Tactics Training Academy as soon as practical, but no later than 120 days from the date of employment (see ACJA §6-107(G)). Must demonstrate, by proficiency testing, competency and understanding of the physical and verbal techniques and tactics presented at the Defensive Tactics Training Academy. Must successfully complete eight (8) hours of defensive tactics refresher training on an annual basis. Must maintain certificate of successful completion of defensive tactics training. Must successfully complete the Probation Certification Academy and Intensive Probation Institute, if assigned, within the first twelve (12) months of employment (see ACJA §6-107(F)). Must submit to a medical examination required by Corrections Officer Retirement Plan.

As assigned Safety and Training Officer preference given to applicants currently employed as Deputy Probation Officer I/II/Senior within the State of Arizona who are a certified probation officer safety instructor.

**SPECIAL JOB REQUIREMENT**

- Must possess a valid State of Arizona Driver's License at the start of employment and maintain said license while employed in this position.
- Provide acceptable driving history at no cost to the County.
- Must successfully complete and obtain the State Probation Officer Certification within the first twelve (12) months of employment.
- If Probation Officer chooses to be armed, must attend and pass 40-hour Firearms Academy and maintain 8-hours annual "shoot" requirement for recertification purposes.
- Must obtain defensive driving certification and first aid/CPR certification within sixty (60) days of employment and maintain certifications while employed in this position.

- Must complete annual training as required by the Committee on Judicial Education and Training (COJET).
- 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 &/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.
- This is a safety sensitive position.

#### **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.