

CHIEF PROBATION OFFICER

DEFINITION

Under general direction, to plan, organize, review, manage, and supervise the functions of the County Probation Department, including the Juvenile Detention Facility; to provide staff consultation and support regarding probation and juvenile case problems for the Superior Court Judges, Board of Supervisors and other agencies; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a top-level management classification for the position, which has responsibility for managing and supervising the functions of the County Probation Department and County Juvenile Detention Facility including establishing and enforcing policies and procedures, developing and administering department budgets, and overseeing grants and revenue programs. The incumbent in this position is a sworn Peace Officer as defined by PC 832.

REPORTS TO

Superior Court Judge

CLASSIFICATIONS SUPERVISED

Assistant Chief Probation Officer; Deputy Probation Officer I, II, Senior; FTS IV, Probation Aide.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES *(The following is used as a partial description and is not restrictive as to duties required.)*

Plans, organizes, manages, and supervises the functions and operations of the County Probation Department including the Juvenile Detention Facility; develops policies and operating procedures; directs/oversees all financial functions of the department including budgets, grants and revenue programs (Federal and State); ensures proper maintenance of buildings and equipment; oversees and directs the recruitment and hiring of staff; assigns and reviews work of Department staff; directs/oversees internal investigations; coordinates Department functions and operations with various public and nonprofit agencies; oversees and directs the implementation of new laws and regulations associated with casework activities and the Detention Facility; provides Department staff with consultation and assistance on unusual problems; reviews and evaluates legislation and court decisions for impact on Department operations; performs general review of cases presented for evaluation by the Superior Court; directs the preparation and prepares reports and recommendations for submission to the Court; has responsibility for the placement of juvenile wards in detention, foster care, and group care as ordered by the Court; reviews critical incident reports prepared by Juvenile Detention Facility staff; performs intake of juveniles; serves as a juvenile court officer; serves on a variety of Boards, commissions, and committees; develops and oversees the preparation of grant applications and makes grant presentations; attends training programs and maintains current training; responds to the more sensitive complaints and information requests.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; sufficient manual dexterity and eye-hand coordination; ability to climb, stoop, crouch and kneel; lift and move objects weighing up to 50 lbs. without assistance; reach and lift objects above shoulders; physical ability to sustain extra physical effort for a substantial period of time to defend self and deal with violent/aggressive persons; corrected hearing and vision to normal range; verbal communication; use of office equipment, including computer, telephone, calculator, copiers, and FAX.

CHIEF PROBATION OFFICER - 2

TYPICAL WORKING CONDITIONS

Work is performed in office, courtroom, and outdoor environments; work is performed in varying temperatures; some work is performed in confined and noisy areas; continuous contact with other staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

Functions, policies, and procedures of the County Probation Department and social service, legal, and law enforcement departments.

Provisions of Civil, Penal, Welfare and Institutions, Education, Vehicle, and Health and Safety Codes applicable to probation work.

State and local laws and standards applicable to the operations of a juvenile detention facility.

Principles and methods of adult and juvenile probation work, including casework objectives and methods.

The County court system and court procedures.

Care and custody of juvenile wards.

Community resources and agencies available to probationers.

Psychological and physical manifestations of chemical dependency.

Principles of case planning, development, coordination, and direction.

Principles of budget development and administration.

Principles of public administration, management, staff supervision, training, and employee evaluation.

Ability to:

Plan, manage, and administer the functions of the County Probation Department.

Develop, implement and administer a juvenile correction program through management staff.

Supervise, train, review, and evaluate the work of assigned staff.

Apply the methods and practices of adult and juvenile probation work.

Interpret and apply appropriate provisions of California Codes and laws.

Gather, organize, and analyze information applicable to the development of probation and court recommendations.

Effectively communicate both orally and in writing.

Interview and counsel adult and juvenile offenders, families, and others related to assigned cases.

Recognize health and behavioral problems in juveniles and adults.

Effectively respond to emergency or critical situations.

Deal tactfully and courteously with people from a variety of cultural and ethnic backgrounds.

Exercise good judgment in handling potentially hostile situations.

Drive an automobile to transport adults and juveniles.

Effectively represent the Probation Department in contacts with the public, other County staff, and other law enforcement agencies.

Regularly work well under pressure, meeting multiple and sometimes conflicting deadlines.

Constantly demonstrate cooperative behavior with colleagues, supervisors, and customers/clients

CHIEF PROBATION OFFICER - 3

DESIRABLE QUALIFICATIONS (continued)

Training and Experience:

Any combination of training and experience, which would likely provide the required knowledge and abilities, is qualifying. A typical way to obtain the required knowledge and abilities would be:

Five years of experience performing professional probation work, including at least two years in a management or supervisory position.

Bachelor's degree from an accredited four year college or university. Degree in criminal justice, sociology, psychology, behavior sciences is desirable.

Special Requirements:

Possession of, or ability to obtain a valid California Driver's license

Completion of P.C. 832 Training.

Must maintain compliance with annual training requirements.

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