



GRAND TRAVERSE COUNTY, MI JOB DESCRIPTION

Chief Probation Officer: District Court

GENERAL SUMMARY

Primary functions of the job are to supervise and coordinate the work of probation officers, coordinate the Sobriety Court Program, and manage caseloads.

Employees must meet the minimum requirements, conditions of employment, and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations.

This position may require irregular hours. It may also require travel by the employee in the employee's own vehicle. May be required to work on-call in an emergency.

PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following)

- Oversees probation programming activities, which includes: overseeing special probation programming; developing and updating procedures; establishing and maintaining contacts for referrals with community- based agencies; reviewing status of compliance of probation orders; handling complaints from probationers or other applicable parties; maintaining case management accounts and records; and, performing related activities.
- Acts as first line supervisor for designated staff within a department, including interviewing and selecting of job applicants, training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with the District Court's objectives.
- Provides guidance and supervision to persons placed on probation by the District Court, ensuring compliance with terms of probation and making regular visits as scheduled.
- Provides direct case management for sobriety court cases, as well as case management supervision for the department, including analyzing and preparing reports for applicable committees, Commissioners, Judges, and Court Administrators; inputting, monitoring, and analyzing a variety of data; monitoring and balancing tether fees collected against program records; and, performing related activities.
- Processes, compiles, researches, and analyzes complex information, and prepares and verifies reports, correspondence, and other documents utilizing applicable software, within established procedures
- Actively participates in review hearings with probationers and Judges in the courtroom, making court appearances for sentencing and probation violation hearings to provide testimony and performing a variety of related activities.
- Performs home visits of sobriety court participants, including breath testing and residence searches.
- Monitors tethered probationers to ensure compliance with program requirements.
- Investigates the background of persons awaiting sentencing on District Court convictions, including analyzing probationer's health/employment/psychological history/emotional status and his/her potential risk factors, and other pre-sentence information to make recommendations to the Judge based on findings.
- Provides probationers with guidance and counsel on personal, financial and other problems.



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- Refers clients to community rehabilitation programs designed to assist those with drug, alcohol, emotional or occupational problems.
- Participates in and collaborates with a variety of committees, professional associations, boards, and/or other related groups.
- May supervise and assign caseloads to Volunteer Probation Officers.

EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements)

- Bachelor's Degree in criminal justice, law enforcement or a related human services field
- Two to four years professional experience as a probation officer or some related human services field
- Associates Degree with eight years of experience may be substituted for the education requirement if there is demonstrated knowledge, ability and skill to perform the work.

CERTIFICATIONS, LICENSES (minimum requirements)

- Must have valid driver's license and personal vehicle insurance and must maintain eligibility to drive as per the County's Vehicle policy.

CONDITIONS OF EMPLOYMENT (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

- May be required to serve in an "on-call" capacity

A background check may be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

DISTINGUISHING CHARACTERISTICS

Work involves the development of new guidelines and techniques, establishing criteria or developing new information where guidelines may not exist for all situations and considerable independent judgment, personal discretion, and resourcefulness are needed to interpret circumstances, and to make decisions in major areas where there may be uncertainty in approach, methodology, and interpretation. Errors at this level may cause serious, long-term consequences involving substantial financial costs, significantly reduced service to the public, and/or negative media reaction, impacting others outside of a department and may require the intervention of an agency head to resolve.

Compared to Probation Officer, supervises department staff.



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PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- May occasionally work in an outdoor environment with potential exposure to weather-related heat and cold, rain, wind, and related elements.
- May be required to reach with hands and arms; sit; stand; talk and hear; use hands to finger, handle, or feel.
- May occasionally be required to lift/move up to 50 pounds.
- May be exposed to infectious diseases and/or criminal suspects or prison inmates.

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Specialized knowledge of District Court statutory and regulatory requirements
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies
- Knowledge of basic supervisory and employee management principles
- Knowledge of applicable employee rights, protections and avenues of appeal
- Knowledge of applicable policies and procedures governing the hiring, employment and separation of employees
- Skill in operation of modern office equipment such as personal computer, facsimile, copiers, scanners and telephones
- Skill in assigning, prioritizing, monitoring, and reviewing work assignments
- Skill in mentoring and training employees with varying educational backgrounds and aptitudes
- Skill in anticipating potential personnel issues and taking appropriate action
- Ability to understand managerial policies and prioritize the needs of the unit
- Appropriately and effectively represent the County at a variety of community events and activities in support of positive public relations initiatives, and develop liaison relationships between the community and the County
- Skill in researching and resolving problems in order to ensure compliance
- Ability to assess and provide guidance within area of specialized knowledge
- Ability to interpret and explain policies, processes, regulations, and applicable laws within area of expertise in layman's terms
- Ability to consistently demonstrate sound ethics and judgment
- Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity
- Ability to facilitate meetings effectively and efficiently
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to accurately organize and maintain paper documents and electronic files
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to use County resources effectively and efficiently