

**LORAIN COUNTY COMMON PLEAS COURT
POSITION DESCRIPTION**

Job Title:	Chief Probation Officer	FLSA Status:	Exempt
Department:	Adult Probation Department	Civil Service:	Classified
Supervisor:	Director of Probation Services	Employment Status:	Full Time

JOB PURPOSE AND OVERVIEW

The Chief Probation Officer provides leadership and direction to all employees of the Department in fulfilling the mission of the Court. CPO to provide input to the Director of Probation Services on day to day operations of the probation department. The Chief Probation Officer is a senior-level manager reporting directly to the Director of Probation Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION

The following duties indicate the general nature and level of work performed by the Chief Probation Officer. They are not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of this position. Other duties may be required or assigned at anytime.

1. Provide leadership, advice, and instruction to departmental employees, and advice and counsel to the Director of Probation Services
2. Assist in establishing goals and priorities for the department, and planning, implementing, managing, and evaluating systems, programs, and procedures to achieve those goals.
3. Assist the Director of Probation Services in developing departmental guidelines, policies, and procedures.
4. Participate in the recruitment, screening, interviewing, hiring, training, and disciplining of departmental employees.
5. Assist the Director of Probation Services in developing and implementing orientation and training programs for departmental employees.
6. Review job descriptions and make recommendations for changes to the Director of Probation Services.
7. Conduct case staffing with officers/supervisors and perform informal reviews of technical violations (administrative reviews).
8. Conduct periodic case audits to evaluate adherence to standards and provide needed follow up.
9. Review arrests or revocations with officers/supervisors.
10. Initiate and respond to internal/external audits.
11. Perform investigations at the request of the Director of Probation Services. Provide a detailed report with recommendations regarding the alleged violations.
12. Attend professional meetings, conferences, seminars, and workshops.
13. Develop and maintain community support and collaboration.
14. Serve as a designee/representative of the department and the Court to government entities and community agencies at the request of the Director of Probation Services.

15. Communicate with the Director of Probation Services on issues relating to the department.
16. Review and critique documents and reports generated by departmental employees for quality control.
17. Meet with supervisors and staff regularly to determine departmental needs and concerns.
18. Perform other duties and assist with projects as assigned by the Director of Probation Services.
19. Assist the Director by overseeing the operations of the units of supervision and being versatile in unit Supervisor's duties/responsibilities.
20. Provide input to the Director and Court Administrator on requested budgeted expenditures (e.g.: staffing, equipment, etc.).
21. Assist the Director in seeking, reviewing, and disseminating new case law and statutes pertaining to the criminal justice field for departmental staff.
22. Review and approve all incoming courtesy transfer cases.

QUALIFICATIONS AND REQUIREMENTS

1. Bachelor's degree from an accredited college or university.
2. Knowledge and experience in criminal justice, court, and probation-related theories/practices.
3. Ability to initiate and establish new programs.
4. Ability to work within a team to advance management objectives.
5. Ability to make critical decisions in order to meet the department's mission.
6. Ability to delegate responsibilities and tasks to subordinates to enhance efficiency and to provide an opportunity for staff development.
7. Computer proficiency.
8. Highly organized and detail-oriented.
9. Ability to prioritize work, work independently without daily supervision, perform a variety of duties, and manage a variety of projects simultaneously in a high-pressure atmosphere under sometimes severe time constraints.
10. Ability to communicate effectively.
11. Pleasant personality; ability to interact and maintain effective working relationships with judges, other elected officials, employees, law enforcement officers, lawyers, and other conducting business with the Court.
12. Professional appearance and demeanor appropriate for the position and expected of a representative of elected officials.
13. Ability to motivate staff and maintain a positive working environment, treating all staff fairly, consistently and with respect.
14. Demonstrated dependability, reliability, and excellent attendance record.
15. Patience, objectivity, maturity, effectiveness under stress, initiative, adaptability, leadership, and sound judgment.

Preferred qualifications include a Master's degree from an accredited college or university; experience working as a probation officer or supervisor in a large, urban court; previous work experience in a mid-size to large court that had a diverse bench and staff and that served a diverse population, or meaningful experience in another work environment that brought the applicant into frequent contact with a diverse population; and direct experience working with or reporting to elected and high-level government officials; 10 years of experience as a probation or parole officer or supervising probation officers, 5 years of which included significant management and administrative responsibilities.

COURT EXPECTATIONS OF EMPLOYEE

In completing the duties and responsibilities of this position, the Court expects the incumbent will adhere to all court policies, guidelines, practices and procedures; act as a role model both inside and outside the Court; perform duties as workload necessitates in a timely, accurate and thorough manner; be conscientious about meeting department productivity standards; and communicate regularly with supervisor about department issues.

EMPLOYMENT

The Chief Probation Officer is a classified employee; he/she is in the classified civil service system. The Court is an Equal Opportunity Employer and does not discriminate on the basis of age, gender, religion, race, color, national origin, ancestry, sexual orientation, or disability.

Employee hereby acknowledges having received a position description and understands the duties, responsibilities, qualifications, and requirements for this position. Employee further recognizes that the above information is not an exhaustive list and may be supplemented or changed at any time.

Signature of Employee

Date

Witness

Date