

**LORAIN COUNTY COMMON PLEAS COURT  
POSITION DESCRIPTION**

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Job Title:	Director of Probation and Court Security Services	FLSA Status:	Exempt
Department:	Adult Probation	Civil Service:	Unclassified
Supervisor:	Administrative Judge	Salary Range:	\$72,000-\$90,000
Employment Status:	Full Time		

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**JOB PURPOSE AND OVERVIEW**

The Director of Probation and Court Security Services Security is responsible for the overall operation of the Adult Probation Department as well as safety and security of the staff. The Director of Probation and Court Security Services provides leadership and direction to all employees of the Department in fulfilling the mission of the Court. He/she plans and directs the operations of the Department and manages Department resources, including personnel, funding, grant applications, security of the courts and probation, and equipment. The Director of Probation and Court Security Services works directly with the Security Committee and law enforcement agencies to develop and implement security standards and protocols for probation and general division staff. The Director of Probation and Court Security Services is a senior-level manager who provides feedback and counsel to the Judges regarding the adoption and implementation of policies and protocol affecting the fair and effective administration of justice; the community's interaction with the Court; and oversight of its most safety sensitive personnel.

**ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION**

The following duties indicate the general nature and level of work performed by the Director of Probation and Court Security Services. 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. Plan, direct, and evaluate all operations of the Department to ensure compliance with applicable laws, rules, and Court policies; the fair and effective administration of justice; a favorable public perception of the court in the community; and sound oversight of its personnel.
2. Provide leadership, advice, and instruction to Department employees, and advice and counsel to judges on probation-related matters.
3. Continually analyze and evaluate the Department structure, environment, safety, work flow, policies, and procedures, and develop revisions as needed.
4. Work in conjunction with law enforcement to develop security training and procedures for all courtroom staff-this includes becoming OPOTA certified.
5. Establish goals and priorities for the Department, and plan, implement, manage, and evaluate systems, programs, and procedures to achieve those goals.

6. Develop, approve and carry out departmental guidelines, policies, and procedures.
7. Lead or participate in the recruitment, screening, interviewing, hiring, training, and disciplining of Department employees.
8. Develop and implement orientation and training programs for Department employees.
9. Develop annual budgets and monitor Department expenditures to operate within budget allocations.
10. Provide short-term and long-term planning to enable the Department to meet its goals and objectives.
11. Manage and direct all Probation Department grant programs, including the discovery of new grant programs, including the submission of grant proposals, development of grant policies and procedures, and the preparation and submission of fiscal and program reports.
12. Identify alternative funding mechanisms and develop creative funding adjustments.
13. Review and upgrade job descriptions and make recommendations with respect to salary classifications of all positions within the Department.
14. Prepare and conduct performance evaluations of subordinate staff.
15. Conduct case staffing with officers.
16. Verify and certify payroll and all travel related expenses within the Department.
17. Conduct periodic case audits to evaluate adherence to standards.
18. Review and staff arrests or revocations with officers.
19. Initiate and respond to internal/external audits.
20. Investigate, review, commend, make recommendations, or discipline staff members in accordance with the Court's policies.
21. Seek, review, and disseminate new case law and statutes pertaining to the criminal justice field to Probation Department staff.
22. Attend conferences, seminars, and workshops for the purpose of maintaining advanced techniques in probation administration and supervision.
23. Develop and maintain community support and collaboration of community partners through a variety of community activities and networks.
24. Serve as a representative of the Department and the Court to government entities and community agencies and serve on boards as appointed.
25. Communicate with the Administrative Judge or designee on issues relating to the Department.
26. Regularly conduct staff and management meetings to determine needs and disseminate information.
27. Review and monitor safety and security issues and policies within the Department as well as all Court proceedings involving staff.
28. Review and critique documents and reports generated by Department employees for quality control.
29. Interact with Court employees, visitors, and the general public.
30. Conduct building walk-throughs according to schedule.
31. Inspect, monitor, control and patrol work sites, assigned locations, property and/or people.
32. Perform physical security and safety duties
33. Perform other duties and assist with projects as assigned by the Judges.

## **QUALIFICATIONS AND REQUIREMENTS**

1. Bachelor's degree from an accredited college or university in corrections, sociology, social work, criminology, psychology, or a closely-related field.
2. Working knowledge of the criminal justice system, courts, and probation-related theories, principles, laws, case law, and operations.
3. Ability to initiate and establish new programs, and to work within a team effort with Department supervisors and administrators to advance management objectives.
4. Ability to make critical decisions in order to meet the Department's mission.
5. Ability to delegate responsibilities and tasks to subordinates to enhance efficiency and to provide an opportunity for staff development.
6. Knowledge of common office practices, procedures, and equipment.
7. Knowledge of safety tactics and training.
8. OPOTA certification or ability to become certified through OPOTA for firearms and other safety certifications.
9. Proficiency in operating a personal computer and using, or being able to learn, Microsoft Office products including Word, Outlook, and Excel.
10. Good time management skills; highly organized and detail-oriented.
11. 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.
12. Ability to effectively and professionally communicate verbally and in writing in English to diverse audiences.
13. 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.
14. Conscious of and sensitive to the diversity within the Court's jurisdiction and ability to interact professionally with this diverse population of people from many different geographic, socioeconomic, religious, racial, and ethnic backgrounds on a regular basis.
15. Professional appearance and demeanor appropriate for the position and expected of a representative of elected officials.
16. Demonstrated dependability, reliability, and excellent attendance record.
17. Ability to motivate staff and maintain a positive working environment, treating all staff fairly and consistently.
18. 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 in a relevant field; 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; Experience with requesting, maintaining, revising and administering grants.

## **COURT EXPECTATIONS OF EMPLOYEE**

In completing the duties and responsibilities of the 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 and be conscientious about meeting department productivity standards and maintaining a positive work environment; and communicate regularly with the Court about department issues.

## **AT-WILL EMPLOYMENT**

The Director of Probation and Court Security Services is an at-will employee and serves at the pleasure of the Court; he/she is not in the classified civil service system and is not a member of a bargaining unit. 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.

## **PHYSICAL REQUIREMENTS**

Performing job duties may occasionally require bending, reaching, pulling, pushing, climbing a ladder or stairs, kneeling, squatting, or crawling. While performing the duties of this position, the employee is regularly required to communicate, including but not limited to, the ability to listen to emergency communications and talk. The role utilizes standard office equipment such as phones and computers. The employee will be subject at times to outside environmental conditions. The employee will encounter situations that may involve uncooperative individuals that may become combative. Security and safety training are required and employee must be able to complete same.