

**INGHAM COUNTY
JOB DESCRIPTION**

CHIEF PROBATION OFFICER

General Summary:

Under the general Supervision of the Court Administrator, oversees and participates in the activities of a department responsible for supervising probationers and ensuring that all conditions of probation are met. Oversees and conducts investigations and the preparation of reports to assist the Judges in sentencing and makes recommendations regarding probationers failing to comply with their probation. Supervises the activities of probation officers and support staff.

Essential Functions:

1. Serves as lead worker for other probation staff, includes participating in the hiring process, training, assigning work, and assisting with performance improvement issues.
2. Regularly performs the essential functions of a District Court Probation Officer as listed on that job description. Maintains a limited caseload including high-risk and repeat offenders.
3. Drafts policies and procedures for the probation department in coordination with the Court Administrator, and analyzes and prepares recommendations on program needs.
4. Assists in planning and developing new programs related to district court probation and monitors the progress of such programs.
5. Counsels and assists staff on the more difficult or complex assignments.
6. Coordinates the evaluation, recommendation and utilization of referral agencies and programs.
7. Serves as Probation Department liaison with law enforcement agencies, other courts, counseling and referral agencies, and others.
8. Oversees the maintenance of probation records which includes the access ability, confidentiality and destruction in accordance with record retention requirements. Audits case files of Probation Officers and reports findings.
9. Prepares reports, letters, and general court correspondence as needed. Enters information to the court information system.
10. Compiles data for monthly and year-end statistical reports.

Other Functions:

11. None listed.

An employee in this position may be called upon to do any or all of the above tasks. (These examples do not include all of the tasks which the employees may be expected to perform.)

Employment Qualifications:

Education: Possession of a Bachelor's Degree in Social Work, Psychology, Criminal Justice or a related Human Services field.

Experience: Three years of experience equivalent to the position of District Court Probation Officer. Prior experience in a supervisory capacity desirable.

Other Requirements: Possession of a valid Michigan Driver's License.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements: *[This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements]:*

Ability to enter and retrieve information from a computer terminal.

Ability to access probation files.

Prolonged periods of sitting in front of a computer.

Working Conditions:

Regular contacts with persons charged and/or convicted of criminal offenses.

Travels throughout the County.

May need to climb stairs to conduct checks at a variety of locations.

Ability to access client and other departmental files.

Ability to access all court locations and the jail.

May visit residences that are in various states of cleanliness.

May conduct fieldwork at various times of day and night and in all types of neighborhoods.

Regular contacts with individuals with a variety of diseases that may be bloodborne or airborne.