

PROBATION OFFICER, CHIEF

DEFINITION

Under administrative direction, to plan, organize, manage, direct, and supervise the functions, activities, and programs of the Amador County Probation Department, including fiscal management, personnel management, program planning and evaluation, and public and political relations; to represent Department activities, programs, and functions with the Court system, community organizations, and other government agencies; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

The Chief Probation Officer is the top management position responsible for the administration of the County's Adult and Juvenile probation programs.

REPORTS TO

Superior Court Judge.

CLASSIFICATIONS SUPERVISED

Deputy Probation Officer I, II, & III; Probation Aide, Legal Secretary I, II, Program Specialist II, Probation Unit Supervisor, and Deputy Chief Probation Officer.

EXAMPLES OF DUTIES

Plans, organizes, manages, directs, and supervises the programs, activities, and functions of the Amador County Probation Department; oversees preparation of the Department budget, justification for proposed budget changes, and expenditure controls; oversees the activities and operations of Adult, Juvenile, and Civil intake functions, as well as field supervision activities; oversees office and administrative support functions; has overall responsibility for Department personnel activities; counsels Department staff as warranted by problems and circumstances; participates in County wide personnel issues as needed; oversees Department program planning and evaluation; directs the gathering of statistical information and the preparation of Department reports; administers and oversees juvenile counseling, probation, and transportation programs; organizes and administers Federal and State funded special juvenile and adult programs; represents the Probation Department with the Superior and Justice Court systems, Board of Supervisors, special committees, community organizations, and other government agencies; serves as the Department advocate; deals with the most sensitive public complaints and issues; provides expertise on probation problems for other County management staff and elected officials; may handle a caseload of the most complex and regular cases as dictated by Department workload; performs a broad range of administrative and management duties.

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TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is usually performed in an office environment; continuous contact with staff and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles of adult and juvenile probation work including related court procedures.
- Provisions of Civil, Penal, Welfare and Institutions, Education, Vehicle, and Health and Safety Codes applicable to probation work.
- Modern probation casework, objectives, principles, and methods including individual and group behavior.
- Psychology as applied to both juvenile and adult offenders.
- Community, public and private agencies available for the probationer.
- Training requirements and programs for professional probation work.
- Operating policies and general functions of the State Board of Corrections.
- Budget development and expenditure control.
- Principles and techniques of effective business, public, and personnel administration.
- Principles of employee management, supervision, training, and development.

Ability to

- Plan, organize, manage, direct, and coordinate the functions, programs, and activities of the Amador County Probation Department.
- Provide direction, training, and supervision for Department staff.
- Develop the Department budget and control expenditures.
- Review the work of staff and resolve problems.
- Be responsible for the development, maintenance, and preparation of probation statistics, records, and reports.
- Perform the most difficult and complex professional probation work.
- Apply the principles of adult and juvenile probation work and related court procedures in a variety of situations.
- Interpret and apply appropriate provisions of the Civil, Penal, Welfare and Institutions, Education, Vehicle, and Health and Safety Codes.
- Analyze investigation material and make proper deductions.
- Interview clients and elicit necessary information.
- Make effective public presentations on topics such as delinquency prevention and probation work.

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- Coordinate Department functions with the court system.
- Operate a computer and appropriate software in the performance of probation and management work.
- Effectively represent the Amador County Probation Department in contacts with the public, community organizations, and other government agencies.
- Establish and maintain cooperative working relationships.

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:

Broad and extensive professional work experience in adult and juvenile probation work, including at least three (3) years of experience in a management, supervisory, or lead position.

Graduation from college with a major in criminology, sociology, psychology, social work or closely related field.

Special Requirements: Possession of a valid California driver's license issued by the California Department of Motor Vehicles.

Possession of certification to meet California Penal Code Section 832 requirements regarding arrest, search, and seizure.

Completion of the Basic Probation Course and Supervisor Core Training as certified by the Board of Corrections and evidence of continued compliance with annual training requirements.

Possession of CPR /First Aid Certificate.

Training and background which will meet the requirements of California Government Code Sections 1029 and 1031.