

BANNOCK COUNTY **CLASS SPECIFICATION**

CHIEF JUVENILE PROBATION OFFICER

Department: Juvenile Probation
FLSA Designation: Exempt

Pay Grade: 14
Effective Date: 10/05, 2/08, 8/09

Purpose of Class

Supervise the Juvenile Intensive Supervision Program; assists in the day-to-day management of the Juvenile Probation Department; manages a case load of assigned juvenile offenders; performs related work as required.

Primary Function

The principal function of an employee in this class is to supervise the day to day operations of the Juvenile Intensive Supervision program for high risk juvenile offenders to ensure court orders are being followed. In addition, this position assists in the daily management of the Juvenile Probation Department including assisting in the supervision of staff and department operations to perform court-ordered probation/parole monitoring work for the reform of offenders and protection of the community. The position also manages a case load of assigned juvenile offenders. The Chief Juvenile Probation Officer supervises staff in the Intensive Supervision program and assists in the supervision of the Juvenile Probation Department. The work is performed under supervision of the Juvenile Probation Director, but considerable leeway is granted for the exercise of independent judgment and initiative. The principal duties of this class are performed in a general office environment with field work that includes exposure to physical and possible health hazards.

Essential Duties and Responsibilities (will vary by assignment)

- Administers and supervises the daily operations of the Juvenile Intensive Supervision program;
- Maintains a caseload of high risk juveniles; monitors cases daily; performs random home searches;
- Prepares monthly schedules to coordinate activities for community service, projects, field trips, guest speakers, etc.;
- Teaches and oversees staff instruction of cognitive-based programs; trains parents for Parent Project programs;
- Coordinates educational goals with clients and coordinates efforts with Idaho State University General Education program;
- Plans, directs, monitors and guides the work of assigned staff;
- Conducts team meetings with the Intensive Supervision unit to address concerns, develop and review policies and procedures, and assess program improvement ideas;

- Assists in the supervision and management of the Juvenile Probation Department, including supervision of probation in the monitoring of juvenile offenders in compliance with court-mandated terms of probation;
- Assigns cases to officers and monitors caseloads;
- Performs record keeping and reporting, database management, and case management and reporting duties;
- Monitors Department activities for compliance with state and County procedures, policies, statutes, codes, and standards;
- Assists in creating and implementing new Department policies and procedures;
- Coordinates with evaluation and treatment programs, state and community agencies, and other service providers;
- Coordinates with attorneys and court officials;
- Coordinates with out-of-state probation/parole agencies on interstate compacts;
- Assists in employee hiring, training, supervisory, and evaluation duties;
- Maintains employee files for training and certifications;
- Conducts weekly or other periodic staff meetings to review cases, providing support and counsel to officers;
- Manages an assigned caseload of juvenile offenders, ranging from low to high risk;
- Develops and implements case management plans for individual offenders;
- Supervises individual offenders for compliance with court orders, including home, office, detention, work, and school visits;
- Prepares referrals for mental health, counseling, substance abuse, or other evaluations and treatments and monitors progress of treatment;
- Conducts investigations to determine offender adherence to court-ordered conditions;
- Receives and reviews monthly or other periodic reports from treatment providers on offenders and takes appropriate remedial actions as necessary;
- Monitors restitution and fine payment schedules;
- Monitors urinalysis testing;
- Recommends further conditions or initiates petition to revoke probation/parole when required;
- Conducts fieldwork to assure offender compliance with court orders;
- Conducts investigations to obtain information regarding the offense, the offender criminal history, family and social history, and other relevant information;
- Prepares pre-sentence reports and recommendations, including determining the risk the offender presents to the community;
- Compiles and maintains social and case histories, monitors court dockets and calendars, and runs record checks to determine whether probationers have committed additional offenses;
- Documents and maintains records of all contacts with offenders;
- Attends a variety of court hearings and testifies for probation/parole and sentencing related matters;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

Other Duties and Responsibilities

- Performs the duties of the Juvenile Probation Director in that employee's absence;
- Serves on the local Council for Children and Mental Health;
- Performs the duties of subordinates, as needed;
- Requires flexible schedule and non-traditional work hours;
- On call to respond to emergency situations;
- Performs other related duties as required.

Competency Requirements

Knowledge of:

- Employee supervision, training, and evaluation methods and techniques;
- Human and criminal behavior, with emphasis on juvenile and adolescent behaviors;
- Interviewing, counseling, and investigative techniques applicable to case monitoring;
- Idaho and County statutes, laws, codes, and regulations governing juvenile arrest, detention, and probation/parole;
- Court practices and procedures;
- Departmental programs, policies, procedures, and operations as applied to the work performed;
- Various evaluation and treatment programs, social and service agencies, and other community resources available to offenders;
- Conflict resolution and mediation techniques, methods, and objectives;
- Operation of standard office equipment, including a personal computer.
- Operation of specialized record keeping, reporting, and data processing software.

Ability to:

- Assist in the supervision, training, evaluation, and discipline of employees;
- Implement and monitor compliance with policies and procedures and applicable state and County laws, statutes, ordinances, standards, and guidelines;
- Gather and analyze facts and evidence and draw logical and objective conclusions;
- Readily adapt to changing work situations and assignments;
- Maintain a professional demeanor during stressful, volatile, and hostile situations;
- Compile pertinent data and prepare clear, concise, and accurate reports;
- Communicate effectively, both orally and in writing;
- Establish and maintain effective working relationships with assigned offenders, service providers, supervisors, other County employees, defense and prosecuting attorneys, the public, and other County and state agencies;
- Respond to citizen requests in a courteous and effective manner;
- Understand and follow oral and/or written policies, procedures and instructions;
- Make sound and reasonable decisions in accordance with laws, codes, regulations, and established procedures;
- Operate standard office equipment, including a personal computer and applications appropriate to assigned duties;
- Operate a motor vehicle;
- Operate specialized equipment such as electronic monitoring, drug testing and analysis, and personal defense devices;

- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines, and set project priorities;
- Maintain offender and Department confidentiality;
- Demonstrate integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- High school diploma or GED equivalent is required and a bachelor's degree in criminal justice, behavioral or social sciences, or a related field is preferred; and
- Three (3) years experience in probation monitoring, social service, or court-related behavioral services is required; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the work.

Special Qualifications

- Idaho POST certification is required;
- First Aid and CPR certification is required;
- Idaho drivers license is required.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively in person, by telephone, and two-way radio;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions and review and prepare a variety of written and text materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment, a personal computer, and operate a motor vehicle;
- Sufficient personal mobility, agility, and physical strength and reflexes, with or without reasonable accommodation, which permits the employee to work in an office environment and perform field investigation and monitoring activities.