

BANNOCK COUNTY
CLASS SPECIFICATION

JUVENILE PROBATION DIRECTOR

Department: Juvenile Probation
FLSA Designation: Exempt

Pay Grade: 16
Effective Date: 10/04, 2/08, 8/09

Purpose of Class

Manages and administers the Juvenile Probation Department; performs related work as required.

Primary Function

The principal function of this employee is to administer the Juvenile Probation Department. Duties include supervising employees who perform court-ordered probation/parole monitoring work for the reform of offenders and protection of the community. Duties include personnel supervision, budgeting, and overall Department administration. The position also manages a case load of assigned juvenile offenders. The position is supervised by the County Commission, with considerable leeway granted for the exercise of independent judgment and initiative. Supervision is exercised directly over subordinate supervisors and indirectly over other employees. The principal duties of this class are performed in a general office environment.

Essential Duties and Responsibilities

- Performs daily and long-range administration of the Juvenile Probation Department;
- Supervises the hiring, training, evaluation, and discipline of Department employees;
- Develops and implements Department policies, procedures, programs, goals, and priorities;
- Develops and administers the annual budget;
- Ensures Department compliance with state and County laws, statutes, codes, ordinances, standards, and guidelines;
- Monitors and evaluates performance of Department programs, including grant-funded programs;
- Maintains Department records, logs, database, performance and activity reports, and documents, and prepares periodic reports;
- Administers grant application and program funding, including required reports and analysis;
- Coordinates Department activities with other County departments and agencies as well as state, regional, and community agencies, school districts, and advisory groups;
- Represents the Department to the community, including community education and presentations;
- Responds to complaints, inquiries, and requests for information from the public;
- 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 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:

- Methods, techniques, procedures, tools, and objectives of juvenile probation;
- Employee supervisory, training, and evaluation methods and techniques;
- Municipal budget administration methods, techniques, and objectives;
- Federal, Idaho, and County statutes, laws, codes, and regulations governing juvenile arrest, detention, probation/parole;
- Court practices and procedures;
- County and Department programs, policies, procedures, and operations;
- Evaluation and treatment programs, social and service agencies, and other community resources available to the Department;
- Community education and relations methods, techniques, and objectives;
- Human and criminal behavior, with emphasis on juvenile and adolescent behaviors;

- Interviewing, counseling, and investigative techniques applicable to case monitoring;
- Conflict resolution and mediation techniques, methods, and objectives;
- Operation of standard office equipment, including a personal computer.

Ability to:

- Administer a County Department;
- Implement and administer an annual budget;
- Supervise, train, and evaluate employees;
- Implement and monitor compliance with policies and procedures and applicable state and County laws, statutes, ordinances, standards, and guidelines;
- 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 supervisors, subordinate employees, other County employees, service providers, 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 specialized equipment such as electronic monitoring, drug testing and analysis, and personal defense devices;
- Operate a motor vehicle;
- 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

- Bachelor's degree in criminal justice, behavioral or social sciences, or a related field required and a master's degree is preferred; and
- Five (5) years experience in probation monitoring, social service, or court-related behavioral services is required, with at least three (3) years in management and/or administration of a division/department; 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.