

SANDUSKY COUNTY

An Equal Opportunity Employer

POSITION DESCRIPTION

Position: Chief Probation Officer
Status: Full-time
Wage: \$55,000- \$70,000 negotiable
Dept./Div.: Common Pleas Court- Adult Probation

Job Description:

The Chief Probation Officer is responsible for the overall operation of the Probation Department. The Chief Probation Officer not only supervises a caseload directly but also provides leadership and direction for department employees in evidenced based and mission statement geared interventions/ case management.

Qualifications:

- Bachelor of Criminal Justice, Social Work, or other relevant field required.
- Minimum of 5 years previous probation/ criminal justice/ community corrections experience required
- Strong knowledge of the operations of the criminal justice system and court procedures.
- Excellent organizational and time managements skills.
- Knowledge of offender classification and risk assessment processes, including the Ohio Risk Assessment System (ORAS)
- Ability to work independently and as part of a team.
- Proficiency in MS Office (Word, Excel, Outlook).
- Exceptional attention to detail and accuracy.
- Strong communication and interpersonal skills.
- Ability to maintain confidentiality and handle sensitive information with discretion.
- Must maintain consistent and reliable attendance.
- Must be a self-starter capable of working with little or no supervision.
- Must be willing to be OPATA firearms certified for purpose of carrying firearm.

Responsibilities:

- Plan, direct and evaluate all operations of the department to ensure compliance with applicable laws, rules and court policies; provide leadership, advice and instruction to department employees and advice and counsel to judges on probation related matters.
- Continually analyze and evaluate the department structure, workflow, policies and procedures, and develop revisions as needed; establish goals and priorities for the department and plan, implement, manage and evaluate systems, programs and procedures to achieve those goals.
- Maintain confidentiality and integrity of sensitive information related to court proceedings and legal matters.
- Reviews and approves investigations, supervisions, disciplinary action, arrest, revocation and termination reports/ entries; reviews and approves sentencing recommendations; assign cases, investigations and other responsibilities; approves and/or orders the arrest/ release of probationers; reviews, monitors and adjust departmental and individual workloads.
- Communicate effectively with probationers, attorneys, court personnel, and other stakeholders

in a professional manner.

- Attend conferences, seminars, local and state meetings and workshops for the purpose of maintaining advanced techniques in probation administration and services; attend meetings of department managers and update the judges and court administrator on issues relating to the department.
- Develop and maintain community support and collaboration of community partners through a variety of community activities and networks; serve as a representative of the department and the court to government entities and community agencies.
- Completes and submits presentence investigations in a timely manner when ordered by the court.
- Supervision of active and inactive probation caseload.
- Seeks, prepares, and maintains grants for the probation department.

Benefits:

The selected applicant will participate in Ohio Public Employees Retirement System (PERS). The selected applicant is eligible for vacation, sick leave, health insurance, deferred compensation, life insurance, and paid holiday leave. If you meet the above qualifications and are looking to join a dynamic team in a challenging yet rewarding environment, we encourage you to apply.

Application Instructions:

To apply, please submit your completed county application and/or resume and cover letter detailing your relevant experience and why you are interested in this position.

Mail county application and cover letter/resume to 100 N. Park Ave. Fremont, OH 43420 Attn: Megan Miller

Email to mmiller@sanduskycountyoh.gov

Applications can be found at <https://sanduskycountyoh.gov/index.php?page=links>

This position description in no manner states or implies that these are the only duties and responsibilities to be performed by the position incumbent. The incumbent will be required to follow the instructions and perform the duties required by the incumbent's supervisor, appointing authority or designee.

My signature below signifies that I have reviewed and understand the contents of my position description. I am aware of the requirements of my position and will perform to the best of my ability the job duties and requirements specified in this position description.

(Employee Signature)

(Date)