

Sandusky County Common Pleas Court Chief Probation Officer

The Chief Probation Officer of the Sandusky County Common Pleas Court is responsible for the overall operation of the Sandusky County Adult Probation Department and provides leadership and direction to all employees of the department. The chief plans and directs the daily operations of the Department by managing financial resources, personnel, grant funds, staff training and equipment. The director acts as a liaison between the court and the probation staff and implements the Court's policies

Qualifications

1. A bachelor's degree from an accredited college or university in criminal justice, social work, psychology, or a closely related field.
2. Working knowledge of criminal justice system, common pleas court operations and processes.
3. ORAS certification and proficient in the use of evidence-based practices in the supervision of offenders.
4. Grant writing, implementation, tracking and reporting.
5. Ability to collect data and generate working policies/programs based on data
6. Ability to communicate in an effective and professional manner with diverse groups
7. Minimum of five (5) years of experience working as a probation officer and/or working with probation population.
8. Good time-management skills, highly organized and detail-oriented
9. Ability to prioritize work and work independently without supervision
10. Valid Ohio driver's license.

Essential Duties

1. Lead or participate in the recruitment, screening, interviewing, hiring, training and disciplining of department's employees
2. Plan, direct and evaluate all operations of the probation department to ensure compliance With applicable laws, rules, and Court policies
3. Manage and direct all department's grants including the development and submission of grant proposals, creation of grant policies and procedures, and the preparation and submission of performance, fiscal and program reports. .

4. Develop and implement orientation and training programs
5. Develop or approve departmental guidelines, policies and procedures.
6. Develop annual budgets and monitor department's expenditures to ensure expenditures are within budget and adhere to all required guidelines.
7. Serve as a representative of the department and the Court to government entities and community organizations.
8. Attend conference and seminars, local and state meetings.
9. Provide regular probation department reports to the state, the court and the CCA Board
10. Prepare required statistical reports for federal, state or local use
11. Update and modify policy and procedures manual of the probation department