

**MIAMI COUNTY COMMON PLEAS COURT  
JOB ANNOUNCEMENT**

**JOB TITLE:** FULL-TIME CHIEF PROBATION OFFICER FOR THE MIAMI COUNTY COMMON PLEAS COURT, SALARY RANGE \$50,000.00 TO \$55,000.00.

**NATURE OF JOB:**

The Chief Probation Officer reports directly to the Judges of the Miami County Common Pleas Court. This position is responsible for the administration and management of the Common Pleas Probation Department. The Chief Probation Officer plans, organizes, develops, coordinates, oversees and directs all aspects of the Probation Department including personnel, program compliance, general administration, planning, supervision, budgeting and implementation of all programs and policies.

**ESSENTIAL DUTIES and RESPONSIBILITIES**

- Plan, develop, organize, implement, direct, monitor and evaluate all Probation Department staffing, equipment and programming needs.
- Develop, review, update, maintain and enforce policies and procedures.
- Assign and monitor all phases of the Probation Department's workload, delegate duties and other Departmental functions to personnel and provide Departmental leadership.
- Provide direct services to offenders as needed by maintaining and collaborating relationships with outside social, medical and educational agencies for rehabilitative services.
- Establish and maintain evidence-based practices for the supervision and curriculum for offenders, consistent with reducing recidivism and enhancing rehabilitation, and maintain accurate and complete records of all individuals on supervision.
- Monitor, manage and assist in Departmental budget, expenses and funding sources, develop grant application opportunities, and manage grant application and reporting procedures.
- Assist the Common Pleas Judges as directed and promote the operations of the probation department in accordance with the rehabilitative goals of the judges.
- Liaison to the Specialty Court(s) of Common Pleas.
- Maintain confidentiality of all Court data as required by law.
- Research and recommend to the Court appropriate procedures and programs to ensure effective probation program operation, with a goal of maintaining public safety and assisting offenders in complying with Court orders while promoting effective rehabilitation.
- Maintain memberships and participation in relevant professional associations.
- Represent the Probation Department at various meetings and conferences.
- Foster and maintain a professional work environment with effective leadership.
- Collect data, establish facts, and draw valid conclusions using practical judgment and analytical skills and prepare reports as the individual deems advisable and as directed, including annual stats. Recommends measures for adoption by the Judges as supported by the data.

*The above duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned this classification. This is not an exhaustive list of all duties to be performed. Other duties may be assigned.*

### **SUPERVISORY RESPONSIBILITIES**

Management and supervisory skills are essential to the position. The individual must have consistently demonstrated ability to apply progressive management principles; plan and implement department goals and objectives based on state and federal guidelines; communicate effectively, both orally and in writing, creating a supportive and positive work environment. Directly responsible for the supervision, management, direction and development of all staff assigned to the Probation Department. Supervisory responsibilities include the following:

- Schedule and conduct staff meetings, coordinate and approve staff requests for leave to ensure adequate coverage, and complete performance evaluations for assigned staff, no less than annually.
- Coordinate and manage staff training, orientation for new employees, and assist in recruiting, selecting and hiring competent staff.
- Recognize, counsel and/or discipline staff in accordance with policy and procedures and report such activity to the Judges.
- Conduct case audits and staff audits on Probation Officers for quality assurance.

### **QUALIFICATIONS:**

#### **EDUCATION and EXPERIENCE**

A minimum of a Bachelor's degree is required, preferably in Criminal Justice, Criminology or a Social Science, plus a minimum of five (5) years of relevant work experience, or an equivalent combination of experience and education, including management or supervisory skills.

#### **KNOWLEDGE, QUALIFICATIONS, SKILLS and ABILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required:

- Interact with individuals comprising a variety of socioeconomic backgrounds.
- Communicate effectively in writing or orally, with co-workers and the general public.
- Read and write reports, correspondence and instructions.
- Exercise good judgement in making decisions in accordance with laws, regulations and policies.
- Establish and maintain proactive working relationships with fellow employees, law enforcement, the general public and persons on probation.
- Provide administrative and professional leadership and direction to Department personnel.
- Maintain accurate records and comprehends the necessity for confidentiality and will demonstrate regular and predictable attendance.
- May be required to work outside normal business hours.

- Operate standard office equipment including, but not limited to, computer, fax and copy machines, scanner, telephones and printers.
- Possess a valid operator's license.
- Possess a professional appearance and demeanor at all times.
- Completion of Ohio Risk Assessment System (ORAS) Training; annual completion of Twenty (20) Hours of Changing Offender Behavior (COB) Training and annual completion of all and any required training pursuant to State law or grant requirements.
- Must be LEADS certifiable or eligible for the chosen Court computer programs(s) and databases.

**METHOD OF APPLICATION:**

All interested applicants may acquire an application at the Miami County Job Center, 2040 North County Road 25-A, Troy, OH45373 between the hours of 7:00 a.m. to 6:00 p.m. Monday and 8:00 a.m. to 5:00 p.m. Tuesday through Friday. Applications may also be accessed through the Miami County web site at [www.miamicountyohio.gov](http://www.miamicountyohio.gov).

**SPECIAL INSTRUCTIONS:**

A resume with cover letter describing how you meet the qualifications outlined above and three (3) references who are able to verify your management experience/skills must be submitted no later than 4:00 p.m., Monday, February 17, 2020, to Court Administrator Stacy Smith, Miami County Common Pleas Court, 3<sup>rd</sup> floor, 201 W. main St., Troy, Ohio 45373. Email applications not accepted. Ms. Smith may be reached at 937.440.5992. Equal Opportunity Employer.

**MIAMI COUNTY JOB AND FAMILY  
SERVICES IS ACCESSIBLE TO THE  
DISABLED**

**MIAMI COUNTY COMMON PLEAS COURT  
IS AN EQUAL OPPORTUNITY EMPLOYER**