

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Division Director, Adult Probation
Job Code: 8102
Pay Grade: 73
FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

Plans, directs, and manages the casework services of a division within the adult probation department. Responsibilities include managing a staff of professional probation and surveillance officers and support staff, establishing division goals, preparing a division budget, overseeing the supervision of case work and associated services, administering personnel and functional policies and procedures.

ESSENTIAL FUNCTIONS:

- Plans, oversees and directs the professional services of a division within the probation department.
- Plans, assigns, supervise, and evaluate the work of unit supervisors, professional and support staff.
- Oversees the recruitment, selection, training, performance, and evaluation of the division staff. Establishes goals and objectives for unit supervisors and conducts performance appraisals.
- Advises supervisors on personnel matters related policy and procedure interpretation, employee counseling, probationer supervision and workload issues.
- Prepares, implements, and monitors the division budget and grants. Reviews and analyzes financial and operating data, reports and recommendations.
- Participates in the development and implementation of department programs, policies, and procedures. Coordinates with division personnel and outside agencies to perform work and/or resolve work issues.
- Ensures compliance with all ordinances, statutes, and court orders. Monitors the dissemination of confidential information to outside sources.
- Prepares statistical and operational reports and reviews the administrative reports of staff.
- Participates in department leadership meetings to discuss department goals, progress to goals and programs, and issues that require department-wide attention.

ADDITIONAL RESPONSIBILITIES/DUTIES

- May consult with the Chief Probation Officer and with Judges on the suitability of programs for probationers.
- May act on behalf of the Chief Probation Officer in his absence.
- Performs research of data and/or related projects and duties as required

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of the principles and evidence- based practices of social and correctional case management, interviewing techniques, and the interrelationships of probation, law enforcement, social welfare, and societal influences.
- Must have knowledge of the criminal justice system, federal, state and local statutes relating to probation.

- Must have knowledge of management and administrative responsibilities such as budgetary processes, goal setting, and performance management, project management, planning and delivering probation services.
- Must have knowledge of laws such as Fair Labor Standards Act (FLSA), family Medical Leave Act (FMLA), Americans with Disabilities (ADA), and Equal Employment Opportunity (EEO) regulations.
- Must have considerable skills in analyzing administrative and operational policies, procedures, processes and issues to offer interpretations and develop solutions.
- Must have the ability to analyze and evaluate lifestyles, home situations and family conflicts to determine appropriate treatment and rehabilitation.
- Must have the skills to operate office equipment such as communications equipment, desktop computer, word processing, spreadsheet, database, financial and personnel processing software.
- Must have the ability to communicate effectively with a wide variety of superior court employees including judges and staff, court leadership/administration, community agencies, client families and the general public.

MINIMUM REQUIREMENTS:

(1) A master's degree from an accredited college or university (Supreme Court Order # 2003-92) with a major in the field of behavioral science or a closely related field and five years of professional experience in probation, including a minimum of two years of supervisory experience in probation.

OR

(2) A bachelor's degree from an accredited college or university (Supreme Court Order # 2003-92) and seven years of professional experience in probation, including a minimum of two years of supervisory experience in probation.

LICENSES AND CERTIFICATES:

Must have a valid Arizona driver's license at the time of appointment.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an office environment and may lift materials and/or equipment 20 lbs or less.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to the Chief Probation Officer. This position performs duties under limited supervision and directs the professional, technical and administrative support staff of a division of the probation department.

Date: 04/22/90
Revised: 07/06/04; 03/07/07

Approved by: _____ Date _____
 Hiring Authority

_____ Date _____
 Director, Human Resources