

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Site Supervisor
Job Code: 8XXX
Pay Grade: 61
FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

This is a special assignment position for a Unit Supervisor with six-month duration under the direction of the Field Services Probation Division Director. The incumbent provides administrative and professional leadership by coordinating the day-to-day field activities at a probation satellite office.

ESSENTIAL FUNCTIONS:

- Under the direction of the Field Services Probation Division Director, the Site Supervisor will perform the following tasks. This list is intended to be representative of the position, but not all inclusive.
- Conducts team meetings, including mid-management meetings, as assigned by the division director.
- Interfaces with other department divisions, community/governmental agencies, and the public to coordinate probation services.
- Administers and monitors state and federal grants to insure compliance with contractual requirements, regulations, and standards.
- Receives, compiles, and analyzes activity reports to evaluate the efficiency and effectiveness of division programs.
- Formulates procedures and techniques to ensure standard implementation of probation services.
- Implements and monitors policies, procedures, and programs according to regulatory and departmental requirements.
- Plans, assigns, supervises, trains, and evaluates the work of assigned staff.
- Develops, implements, and monitors safety and evacuation procedures.
- Is normally present at the site location during regular business hours.

ADDITIONAL RESPONSIBILITIES/DUTIES

- Performs related projects and duties as necessary.
- May act as the Division Director in the absence of the Probation Division Director.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of the basic principles of psychology and other social science.
- Must have knowledge of the techniques and methods of supervision, interviewing and investigative techniques.

- Must have knowledge of crisis intervention methods and techniques.
- Must have knowledge of interviewing, counseling, observing and collecting data from probationers and other sources pertaining to probationer activities and behavior.
- Must have knowledge of Microsoft Windows Office products and the ability to learn new software.
- Must have skills in the areas of self-control, patience, initiative, courtesy, tact and diplomacy, and managing conflict and problem-solving sensitive, confidential matters.
- Must have the ability to operate a variety of equipment necessary to perform job duties such as computers, telephones, radios, handcuffs, body armor and other equipment.
- Must have the ability to communicate effectively in writing and orally with a diversity of individuals and groups.

MINIMUM REQUIREMENTS:

A minimum age of 21 years and must be a United States citizen or have legal resident status (Supreme Court Order # 2003-92), and a Bachelors degree preferably in the field of behavioral science or a related field (Supreme Court Order # 2003-92), and five years of professional experience in probation, with a minimum of two years unit supervisor experience.

LICENSES AND CERTIFICATES:

Must have a valid Arizona driver’s license at the time of appointment. Must have a current Arizona State Probation Officer Certification.

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 Field Services Probation Division Director. This position performs duties under general supervision and has supervisory responsibilities for probation and surveillance officers, and support staff.

Date: 10/31/07
Revised:

Approved by: _____
Hiring Authority

Date

Director, Human Resources

Date