

Class Concept

This is professional work responsible for assisting the Judicial District Manager (JDM) in managing the district by providing leadership, support and guidance. The position will assist the JDM in managing the programmatic and general operations of the district and to provide administrative support to the JDM. Work involves the implementation of strategies and NC General Statutes as they relate to Evidence Based Practices and the Justice Reinvestment Act to achieve departmental goals. Duties include but are not limited to personnel issues, judicial services, field operations and special operations. The position is usually in a district that has seven to ten units. The position will serve on and/or lead community boards and collaborate with outside agencies to support departmental goals and increase public relations in the community and with stakeholders.

Recruitment Standards

Knowledge, Skills, and Abilities

- Working knowledge of court procedures, operational procedures of law enforcement agencies and officials, knowledge of characteristics of various socio-economic populations, community resources and stakeholders
- Thorough knowledge of Community Corrections policies and procedures
- Thorough knowledge of counseling, interviewing, recruitment, placement, employee retention and investigation techniques
- Thorough knowledge of the principles of Evidence Based Practices, the Justice Reinvestment Act, probation/parole, post-release, structured sentencing, criminal law and statutory guidelines
- Thorough knowledge of division personnel policies and procedures
- Thorough knowledge of criminogenic behavior and related offender supervision techniques
- Thorough knowledge of services available to offenders from private and public providers
- Skill in collaborating and establishing rapport and enhancing public relations with the citizens of North Carolina
- Skill in using automated systems and applicable software programs
- Ability to delegate and foster teamwork
- Ability to analyze problems and develop legally acceptable solutions
- Ability to plan, administer and coordinate community correction activities within assigned district
- Ability to delegate complex assignments to professional and clerical staff and to evaluate their work
- Ability to establish and maintain effective working relationships with court officials, law enforcement officers, community agencies, the general public, and co-workers
- Ability to express oneself clearly in oral and written form
- Knowledge of the N.C. General Statutes, the Post-Release Supervision and Parole Commission, and the Section of Prisons
- Must possess thorough knowledge of North Carolina offender supervision, available treatment services and community resources; knowledge in determining the appropriate levels of supervision for offenders and assessing and responding to the needs of offenders through counseling or sanctions

Minimum Education and Experience

Bachelor's degree from an appropriately accredited institution and four years of experience as a Probation/Parole Officer, or Corrections Administrator in a technical or administrative capacity involved with the application and interpretation of policies and the development of procedures in assigned area and one year of experience as Chief Probation/Parole Officer, Corrections Supervisor, or Corrections Program Administrator in a consultative capacity; or an equivalent combination of education and experience.

Note: This is a generalized representation of positions in this class and is not intended to identify essential functions per ADA.