

### Class Concept

Professional position that will plan, manage and coordinate administrative and programmatic operations for probation/parole and special community supervision programs for a small Judicial District of two to five units. Position promotes good public relations, interacts with community, and makes presentations to individual groups concerning Community Supervision programs.

Position oversees the daily operations and fiscal management of their assigned district while supervising a staff of less than 75 employees responsible for all personnel policies and procedures in the areas of retirement, benefits, performance evaluation, disciplinary actions, grievances, investigations, time/leave recording, and staff development. Employee provides leadership to front line supervisors in the district offices and analyzes operations to assure sanction compliance by staff and determine trends in offender caseloads. Employees are responsible for developing appropriate staffing plans to meet offender needs in the district.

### Recruitment Standards

#### Knowledge, Skills, and Abilities:

- Thorough knowledge of community corrections objectives, techniques, and regulations.
- 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.
- 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.

#### Minimum Education and Experience

Bachelor's degree from an appropriately accredited institution and four years of experience in either of the following roles: probation/parole officer or corrections administrator in a technical or administrative capacity involving the application and interpretation of policies and the development of procedures in assigned area. In addition, one year of experience is required in any of the following roles: chief probation and parole officer, corrections supervisor, or corrections program administrator in a consultative capacity; or an equivalent combination of education and experience.