

### Class Concept

Employees plan, manage and coordinate administrative and programmatic operations within a Judicial District for probation/parole and special community correction programs for large, complex, and high profile Judicial Districts of ten or more units. Position manages sensitive situations and public relations by interacting with the community representatives to maintain relationships that enhance protection for the community, making presentations concerning the Community Supervision program to fully utilize available resources, and prompting a positive image of the program and staff to the general public to achieve cooperation in the rehabilitation of offenders within the district.

Position is responsible for all operations, personnel, and fiscal allocations of the district, and is responsible for managing a staff of 125 or more employees. Employee is accountable for the appropriate application of all personnel policies and procedures including retirement, benefits, performance evaluations, disciplinary actions, grievances, investigations, time/leave recording, and staff development

Position is responsible for long range planning for the district, and routinely monitors operational reports to ensure standards are being met. Operational standards are dynamic requiring the employees to modify or adjust work standards to best meet operational needs.

### Recruitment Standards

#### Knowledge, Skills, and Abilities:

- Thorough knowledge of community corrections objectives, techniques and regulations.
- Thorough knowledge of division personnel policies and procedures.
- Thorough understanding 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, two years of experience is required in any of the following roles: chief probation and parole officer, assistant judicial district manager, or judicial district manager; or an equivalent combination of education and experience.