

Class Concept

Employees in this class are responsible for providing leadership to Judicial Districts within a Judicial Division. Employees oversee, plan, and develop strategies for a wide variety of programs for the assigned district. Employees are responsible for developing and defining associated work goals. Employees receive input from subordinates, court personnel, and various community agencies within their Judicial Division regarding Division policies, assist with the development of policies and procedures for their Division. Employees review and monitor budgetary expenditures and provides input for budget expansion requests. Employees perform a variety of human resource functions to include: interviewing, selecting, coaching, mentoring, training, performance appraisals, and implementing disciplinary actions as needed.

Recruitment Standards

Knowledge, Skills, and Abilities

- Thorough knowledge of basic principles, theories and practices of management.
- Thorough knowledge of laws and regulations governing community corrections.
- Ability to organize and direct operations.
- Ability to work effectively with local organizations, schools, law enforcement and other agencies involved in the supervision of offenders.
- Ability lead, motivate and manage resources to provide an effective community corrections program.
- Ability to communicate with offenders, the public, supervisors, and legislators on the issues impacting community corrections.
- Ability to legally and safely operate a motor vehicle for job related purposes for long periods of time during both day and night hours and in adverse weather.
- Ability to travel extensively with frequent overnight stays.

Minimum Education and Experience

Bachelor's degree from an appropriately accredited institution and four years of experience in corrections plus an additional three years of experience in corrections management; or an equivalent combination of education and experience.