

### Class Concept

Employees in this class are responsible for coordinating and management programs and operations to Judicial District Managers within their assigned Judicial Division. Employees develop plans or strategies within the Judicial Division to meet the goals and objectives of the Judicial Division. Employees approve district supervision plans for assigned units, including staffing patterns. Employees review and monitor budgetary expenditures, and provides input into budget expansion requests. Employees receive input from subordinates, court personnel, and various community agencies within their Judicial Division on the effects of Division policies. Employees use this input to develop changes to policies and procedures within the Division. Employees perform a variety of human resources functions in 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 to lead, motivate, and manage resources to provide an effective community corrections program.
- Ability to communicate with offenders, the public, supervisors, 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 two years of experience in community corrections management; or an equivalent combination of education and experience.