



## **Probation Director (1125)**

**FLSA Status:** Exempt

**Pay Grade:** 25

**Safety-Sensitive:** Yes

### **Purpose**

The purpose of this classification is to direct all activities and staff of the Bulloch County Probation Program, ensuring compliance with court orders, collecting various court ordered fines and fees, and developing alternative sentencing programs.

### **Primary Responsibility**

Provides excellent service, pursues continuous improvement and exceeds expectations.

### **Typical Duties**

Supervises regular and temporary staff: plans, coordinates, assigns and reviews work of individuals and the team; evaluates training needs and provides instruction; schedules staff vacations and approves sick leave; recommends discipline, disciplinary actions, discharge and salary increases; prepares timesheets; interviews candidates; conducts employee performance evaluations; establishes and promotes employee morale; and investigates complaints received regarding assigned personnel and takes appropriate action.

Organizes, prioritizes, and assigns work: schedules work activities in order to meet objectives; ensures that subordinates have the proper resources needed to complete the assigned work; monitors status of work in progress and inspects completed work; consults with assigned staff to assist with complex/problem situations and provide technical expertise; provides progress and activity reports to court; and oversees the revision of procedure manuals as appropriate.

Develops departmental policies and procedures to enhance the operation of the department and the performance of assigned duties: obtains approval; incorporates and implements policies and procedures as approved.

Directs the development and administration of departmental budget: researches budgetary needs; compiles data, determines departmental requirements, and prepares documentation for budget submission. Monitors approved budget to insure departmental compliance; reviews and approves all purchases and expenditures; balances receivables on a daily basis; compiles and authorizes bank deposits and transactions; verifies accuracy of budget and financial information; detects any inconsistencies; and conducts research and corrects any errors.

Compiles, reviews, and/ or approves various statistical, financial, and personnel related reports: reviews caseload activity, labor allocation, community service activity, collections, financial disbursements, travel expenses, and other reports pertaining to the operation of the court; ensures that proper procedures are followed and ensures probationer compliance with sentence as ordered by the court; incorporates data into court records.

Creates and updates a variety of forms for department standardization: ensures that all probation staff has appropriate forms; and reviews Probation Officer cases and documentation to ensure compliance with Misdemeanor Oversight Unit.

Reviews various orders, petitions, reports, and warrants: confirms all information is accurate, complete, and in compliance with applicable laws; and authorizes services as required.

Maintains knowledge of applicable laws and legislative actions relating to the performance of job duties: reviews professional journals, periodicals, and literature; reviews and assimilates information from a variety of materials forwarded from the court and state agencies to remain in compliance; evaluates legislation and determines impact on the department, community, and the general public; and consults with judges, supervisors, attorneys, and others in the interpretation of laws as they pertain to the performance of duties and operation of the court.

Supervises the receiving and processing of monies from probationers relating to fines imposed by the court, court fees, restitution, and/ or child support: ensures payments are posted correctly and assigned to appropriate accounts; and prepares or reviews daily reports.

Develops alternative sentencing options for utilization by the court: researches community service activities and drug and alcohol treatment programs; confers with public and private service providers; makes recommendations to superiors and the court; monitors approved programs to insure compliance with applicable laws and regulations.

Prepares petitions, investigative reports, court orders, warrants, delinquent reports, and other documentation required in the performance of duties: files documents with the court as appropriate; updates case files on computer systems following a specified format.

Maintains probationer files: ensures case files are current; organizes for ease of retrieval; and purges files as appropriate.

Performs other related duties as required.

### **Minimum Qualifications**

Bachelor's Degree in Criminal Justice, Probation Services, Counseling or a related field required; supplemented by seven years of experience related to the probation of convicted criminals, to include lead or supervisory experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

### **Performance Aptitudes**

**Data Utilization:** Requires the ability to coordinate, manage, and/or correlate data. Includes exercising judgment in determining time, place and/or sequence of operations, referencing data analyses to determine necessity for revision of organizational components, and in the formulation of operational strategy.

**Human Interaction:** Requires the ability to function in a managerial capacity for a division or organizational unit; includes the ability to make decisions on procedural and technical levels.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver, and/or control the actions of equipment, machinery, tools and/or materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, advisory and/or design data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, and ratios; may include ability to calculate surface areas, volumes, weights, and measures.

**Functional Reasoning:** Requires the ability to apply principles of logical or synthesis functions; to deal with several concrete and abstract variables; and to analyze major problems that require complex planning for interrelated activities that can span one or several work units.

**Situational Reasoning:** Requires the ability to exercise judgment, decisiveness and creativity in situations involving broader aspects of organizational programs and operations, moderately unstable situations, or the direction, control and planning of an entire program or set of programs.

#### **ADA Compliance**

*In compliance with the Americans with Disabilities Act (ADA), the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.*

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, and visual cues or signals. Tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

*DISCLAIMER: This job description is not an employment agreement or contract. Management has the exclusive right to make changes at any time without notice.*

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