

GILA COUNTY PROBATION DEPARTMENT JOB ANNOUNCEMENT

1100 E. MONROE STREET, GLOBE, AZ 85501
714 S. BEELINE HIGHWAY, PAYSON, AZ 85541

POSITION POSTED: JUNE 24, 2010

DEPARTMENT: **PROBATION** POSITION: **DEPUTY PROBATION OFFICER SUPERVISOR**
LOCATION: **GLOBE/PAYSON** JOB CODE: **2010-001**
CLOSING DATE: **OPEN UNTIL FILLED** ANNUAL SALARY: **\$48,817-\$51,292 DOE**

NATURE OF WORK:

Plans, coordinates, supervises and evaluates programs and the work of staff for major unit of the Probation Department according to objectives, policies, procedures and regulations.

DUTIES AND RESPONSIBILITIES:

- Supervises assigned staff; prioritizes and assigns cases and projects; counsels, coaches, trains and instructs employees as required; coordinates work schedules; reviews case reports; assures that all reports and paperwork are completed in a timely manner; assures activities are in compliance with all laws, policies, regulations and goals.
- Assures that officers are ready and prepared to fulfill their duties, understand their obligations, are adequately trained and equipped, and are held accountable for duties and responsibilities assigned in conformance with applicable regulations and guidelines.
- Reviews, edits and revises documents, petitions, summaries and reports developed by the Officers for submittal to the court; recommends approval or disapproval of court reports and recommendations.
- Reviews probationer cases and assists Officers with casework and skills development; collects data and prepares statistical reports and information summaries; reviews and validates data, and corrects errors.
- Monitors court calendar schedule; makes changes as required; represents department during court proceedings.
- Responds to inquiries; provides information and assistance within the scope of designated authority; reviews and resolves client complaints; performs crisis intervention as required.
- Monitors compliance of Court-imposed terms and conditions of probation; records and documents probationer activities; assures effective communication with Probation and Law Enforcement Officers.
- Coordinates with various agencies providing rehabilitative services; assists with development of treatment plans in conjunction with behavioral health, social services and other related agencies.
- Assists other Probation Department personnel, County departments, outside organizations, and Federal, state and local law enforcement organizations in order to accomplish goals.
- Updates and maintains a variety of files, records, and other documents, and prepares reports as required.
- May be assigned special instruction duties, including firearms, defensive tactics and other safety and competency topics.
- May supervise a caseload of probationers to ensure persons are fulfilling the terms of probation; carries out duties to protect the community and rehabilitate the offenders; counsels probationers and refers to appropriate social services.
- Attends in-house and outside training, seminars, conferences and meetings to keep up with trends in probation issues, legislative changes, and safety (defensive tactics and firearms), and may continue education to keep current.

Job Title: Deputy Probation Officer Supervisor

WORKING ENVIRONMENT:

Working conditions are in the field performing surveillance duties and in County offices and facilities; involves the potential for high stress levels and exposure to hostile situations; some non-standard work hours are required; must work with a highly manipulative and psychologically challenging client population; must be able to maintain professional composure and effectiveness; requires travel to make home visits and to other facilities.

EMPLOYMENT STANDARDS:

Bachelor's degree in criminology, psychology, or related field and five (5) year's experience as a Probation Officer with some lead/supervisory experience; or an equivalent combination of education and experience.

Probation Officer Academy training certification is required. Must have an unrestricted Arizona driver's license and carry required automobile insurance. May be required to carry a firearm and successfully pass a psychological, polygraph, medical evaluation and other training requirements; may be required to obtain additional specific skills training and technical certifications, including self-defense, use of impact weapons, CPR and First Aid.

KNOWLEDGE, SKILLS & ABILITIES REQUIRED:

Knowledge of: Department policies and procedures; County administrative policies and procedures; Arizona laws and regulations governing probation services; legal, ethical and professional rules of conduct; rules of evidence, current law enforcement techniques and procedures, and criminal codes; local community resources and various community services programs; principles and practices of social and correctional case management; counseling, and interviewing techniques; psychological, sociological and cultural influences on interpersonal relationships and human behavior; Arizona criminal and juvenile justice system; procedures for preventive and remedial services for probationers; principles of record keeping and case management.

Ability to: Define problems, collect data, analyze information, and make logical conclusions based on facts; make decisions on caseload management in accordance with laws, regulations and policies; effectively supervise high-risk probationers and adapt quickly to dynamic situations; analyze and evaluate lifestyles, home situations, and family conflicts to determine appropriate treatment and rehabilitation plans; deal with cases which may be controversial or sensitive in nature and maintain confidentiality; operate a personal computer and specialized software applications.

Skills in: Supervising, training and coordinating staff; assessing and prioritizing multiple tasks, projects and demands; working within deadlines to complete projects and assignments; interpreting laws and regulations while assuring compliance with department goals and objectives; interacting with people of different social, economic, and ethnic backgrounds; positively directing the activities of the probationers; communicating with probationers, recognizing suspicious behavior patterns, and mediating difficult situations; search and restraint procedures; preparing clear, comprehensive, and accurate reports; effectively communicating in written and verbal forms.

NOTICE: APPLICANTS MAY BE REQUIRED TO FURNISH, AT THEIR OWN EXPENSE, DOCUMENTARY PROOF OF EDUCATIONS, CERTIFICATION, REGISTRATION, LICENSE OR ANY OTHER PROOF OF COMPETENCY AS REQUIRED IN THE OFFICIAL CLASSIFICATION DESCRIPTION OR ANNOUNCEMENT AND MAY BE REQUIRED TO UNDERGO PHYSICAL, PSYCHOLOGICAL AND/OR BACKGROUND INVESTIGATIONS AS A CONTINUING CONDITION OF EMPLOYMENT. FURTHER, APPLICANTS FOR POSITIONS REQUIRING OPERATION OF A COUNTY OR PERSONAL VEHICLE ON OFFICIAL BUSINESS MUST POSSESS AND MAINTAIN COUNTY OR PERSONAL VEHICLE OPERATORS LICENSE. GILA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, SEX, RELIGION, AGE OR DISABILITY, AND FAMILIAL STATUS IN EMPLOYMENT OR THE PROVISIONS OF SERVICE. AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.