

# GILA COUNTY HUMAN RESOURCES

## JOB ANNOUNCEMENT

1400 E. ASH STREET, GLOBE, AZ 85501



**POSTED: MAY 19, 2016**  
**REVISED: JUNE 28, 2016**  
**OPEN UNTIL FILLED**

**DEPARTMENT:** Probation

**POSITION:** Chief Probation Officer

**LOCATION:** Globe

**JOB CODE:** 16-034

**ANNUAL SALARY:** \$70,232-\$98,324 DOE

### PURPOSE OF THE JOB

The purpose of this position is to promote public safety and reduce recidivism and disparity among offender populations as well as to analyze and interpret State and Federal laws, statutes, codes, and rules to ensure compliance by Probation.

This position is responsible for Probation in Gila County. The role develops recruitment, management, human resources, budgetary processes and policies and statutes. Other duties include enforcing disciplinary actions, publicity and collaborating with stakeholders.

### SUPERVISORY RESPONSIBILITIES

Regularly assigns work to other employees and supervises related activities.

Makes final decisions on hiring employees; scheduling work hours of employees; evaluating employee performance and handling employee grievances.

Provides recommendations on employee training; granting time off; employee promotions; employee salary increases; disciplinary actions; coaching; discharging employees; managing assistants and managing supervisors.

<b>ESSENTIAL DUTIES AND RESPONSIBILITIES</b>	<b>TIME SPENT</b>
<ul style="list-style-type: none"><li>Supervises and directs operations and executive management personnel of Adult Probation, Juvenile Probation and Juvenile Detention Facility. Develops and implements evidence-based policies and statutes; develops local policies and Superior Court merit rules for Judiciary of Gila County. Evaluates and analyzes recruitment management, human resources and budgetary processes.</li></ul>	50%
<ul style="list-style-type: none"><li>Enforces disciplinary actions using investigative methods in collaboration with Attorney General's Office and County Human Resources.</li></ul>	30%
<ul style="list-style-type: none"><li>Develops and nurtures collaborations with Local, State, and Federal stakeholders in order to leverage resources to ensure effective court services. Facilitates relations between County executive and judicial branches. Publicizes judiciary's positive work.</li></ul>	20%
<ul style="list-style-type: none"><li>Performs other duties as assigned.</li></ul>	

### BUDGET RESPONSIBILITIES

This position provides research support on the preparation of Countywide and elected officials' budget.

Reviews, approves for submission and presents departmental, elected officials', team and project-related budget.

### PROJECT RESPONSIBILITIES

Initiates, communicates, reviews, approves project resources and communicates results of organizational development and process improvement projects. Provides project resource allocation based on pre-approved resources on technology projects; capital development projects; human resources projects and employee training and development projects.

### ORAL COMMUNICATION DUTIES

This position trains colleagues, explains County procedures or processes, responds to public inquiries, participates in meetings, gives presentations, moderates gatherings, speaks with the media and negotiates or persuades.

### WRITTEN COMMUNICATION DUTIES

This position creates or edits documents, internal memos, emails, formal letters and reports.

### INTERACTIONS WITH THE GENERAL PUBLIC

Interacts extensively with employees, the public, Board of Supervisors, regulatory bodies, and other institutions over the telephone, by email, and/or in person.

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## **INTERACTIONS SPECIFICALLY WITH CUSTOMERS**

Always (More than 85% in a year)

## **MINIMUM EDUCATION REQUIRED**

Master's Degree in criminology, psychology or related field.

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.

## **MINIMUM YEARS OF DIRECTLY RELATED EXPERIENCE REQUIRED**

Ten (10) year's experience as a Probation Officer, including five (5) year's supervisory/management experience; or equivalent combination of education, training and experience.

## **PROFESSIONAL CREDENTIALS REQUIRED**

Arizona Supreme Court Probation Certification Academy.

## **KNOWLEDGE REQUIRED**

Administration and management, public safety and security, law and government, Federal, State, Local laws, regulations, statutes and court administration.

Principles, practices and philosophy of law enforcement, particularly as related to the field of adult and juvenile probation; principles, methods and techniques of legal and social service research and investigation; Judicial procedures and rules of evidence; principles, practices and legal requirements for the management of a juvenile detention facility; principles and practices of budget development and administration; techniques for dealing with a variety of individuals from various socio-economic, ethnic and cultural backgrounds; County administrative policies and procedures; Arizona laws, orders and regulations governing probation services; legal, ethical and professional rules of conduct; local community resources and various community services programs; principles and practices of social and correctional case management; psychological, sociological and cultural influences on interpersonal relationships and human behavior; Arizona criminal and juvenile justice system and principles of record keeping and case management.

## **SKILLS REQUIRED**

Active learning, active listening, critical thinking, communicating diplomatically, persuading and influencing, problem solving, analyzing systems, multi-tasking. Planning, administering and evaluating program activities; assessing and prioritizing multiple tasks; projects and demands; making appropriate decisions, while assuring compliance with department goals and objectives; effectively directing operations and delegating tasks and authority; analyzing complex issues and developing solutions; working as a team member with other law enforcement and multi-jurisdictional agencies; supervising, training and evaluating staff; working within deadlines to complete projects and assignments; interacting with people of different social, economic, and ethnic backgrounds; preparing clear, comprehensive, and accurate reports; effectively communicating in written and verbal forms; dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds.

## **ABILITIES REQUIRED**

Ability to express one's self orally, generate fluent new and useful ideas, solve problems sensibly and swiftly, multi-task, react in a calm and timely manner; 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; deal with cases which may be controversial or sensitive in nature and maintain confidentiality; operate a personal computer and specialized software applications.

## **PHYSICAL DEMANDS**

- Routinely stands to present.
- May be required to lift work related materials or equipment up to 10 lbs.
- Constantly requires dexterity for keyboard operation.

## **WORK ENVIRONMENT**

Incumbents in this position perform work in an office environment where the physical demands require sitting for extended periods of time; frequent use of computers and standard office equipment; may work under stress of deadlines; may require mobility to work in a detention setting and travel to attend meetings.

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**SAFETY RISK EXPOSURE**

Incumbents in this position may become exposed to individuals with high level of emotional distress, bloodborne pathogens and communicable diseases.

**PROTECTIVE GEAR & SAFETY MANUALS**

Incumbents in this position are required to constantly follow written safety procedures and manuals relevant to the division or department.

**CONSEQUENCES OF ERROR**

Potential errors can have legal ramifications, loss of funding, loss of organization's credibility.

**SECURITY REQUIREMENTS**

Incumbents in this position are required to be U.S citizens with zero felony convictions.

Incumbents are required to have an unrestricted Arizona Driver's License upon appointment.

All incumbents in this position are subject to complete a background check as well as medical, polygraph, psychological, written and oral examinations prior to being appointed.

**PHYSICAL FITNESS REQUIREMENTS**

Incumbent are required to maintain a level of physical fitness to meet Department standards.

**SPECIFIC EMPLOYMENT CONDITIONS**

Prior to employment, must successfully complete a background check as well as medical, polygraph, psychological, written and oral examinations prior to being appointed.

Incumbents in this position must have an unrestricted Arizona Driver's License upon appointment and must be a US citizen.

**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.