

50th District Court

Pontiac, MI

CHIEF PROBATION OFFICER

General Summary

Under the direction of the Court Administrator, oversees and participates in the activities of a department responsible for supervising probationers and ensuring that all conditions of probation are met. Oversees and conducts investigations and the preparation of reports to assist the Judges in sentencing and makes recommendations regarding probationers failing to comply with their probation. Conducts alcohol/drug screenings. Makes referrals to various programs and resource agencies to assist probationers with drug, alcohol or other programs. Supervises the activities of probation officers and support staff.

Essential Functions (*representative of typical functions, not intended to be all inclusive*)

1. Supervises other probation staff such as probation officer and administrative support. Participates in the hiring process and is responsible for training, assigning work, scheduling, reviewing and evaluating performance, and dealing with employee relations issues in the early stages.
2. Drafts policies and procedures for the probation department in coordination with the Court Administrator, and analyzes and prepares recommendations on program needs. Reviews current court cases and statutes which impact departmental procedures.
3. Assists with the administrative functions of the probation program, such as overseeing the preparation of reports, preparing preliminary budget requests, and related functions. Assists in planning and developing new programs related to district court probation and general court operations.
4. Counsels and assists staff on the more difficult or complex assignments.
5. Coordinates the evaluation, recommendation and utilization of referral agencies and programs.
6. Serves as Probation Department liaison with law enforcement agencies, other courts, counseling and referral agencies, and others.
7. Oversees the maintenance of probation records which includes the access ability, confidentiality and destruction in accordance with record retention requirements.

9. Coordinates with court security on high risk court matters.
10. Regularly performs the functions of a District Court Probation Officer for a limited caseload.

Other Functions

11. Currently coordinates jury functions.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

Employment Qualifications

Education: Bachelors Degree in criminal justice, psychology, counseling or closely related area. A Master's degree is highly desirable.

Experience:

Four (4) years of experience equivalent to the position of District Court Probation Officer or similar type work. Two (2) years of experience in a supervisory capacity.

The employer reserves the right to consider any combination of education and experience that is within the scope of the required knowledge/skills, and abilities.

FLSA Status: Exempt.

The qualifications listed above are intended to represent the minimum skills and experience levels associated with performing the duties and responsibilities contained in this job description. The qualifications should not be viewed as expressing absolute employment or promotional standards, but as general guidelines that should be considered along with other job-related selection or promotional criteria.

Physical Requirements *This job requires the ability to perform the essential functions contained in this description. These include, but are not limited to, the following requirements. Reasonable accommodations will be made for otherwise qualified applicants unable to fulfill one or more of these requirements:*

Ability to access courtroom.
Ability to enter and retrieve information from a computer terminal.
Ability to access court files.
Ability to access jail.

Working Conditions: Regular contact with persons charged and/or convicted of criminal offenses, in person as well as via video technology. Daily work is performed in a typical office setting.