

Champaign County Job Description

Job Title: Director of Probation and Court Services

Department: Probation and Court Services

Reports to: Court Administrator

FLSA Status: Exempt

Grade Range: M

Prepared Date: August, 2009

SUMMARY Plans and directs the operations of the County's Court Services programs to provide cost-effective delivery of services and to ensure the availability of alternatives to incarceration in correctional facilities.

PRIMARY DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Plans and directs programs for staff performing probationary services, detention services, surveillance functions, social service functions and/or investigation activities. Develops and monitors compliance with the annual plan required by the Administrative Office of the Illinois Courts. Establishes and implements the policy and procedures for the department.

Determines annual budgeting, staffing and program requirements and negotiates with the County Board, the Courts and the Administrative Office of the Illinois Courts to establish operational goals, administrative goals and objectives to meet statutory standards and court requirements.

Responsible for efficient completion of court-ordered supervision programs by assigning, supervising and reviewing the work of the departmental staff. Monitors program and staff operations to ensure compliance with all standards codes and court-ordered supervision.

Acts as liaison with County departments and external contacts that are affected by the probation services.

Researches Federal and State grants for funds to implement programs and services that may enhance departmental services. Makes decisions regarding scheduling and/or case assignments. Co-ordinates the work of the divisional programs with County and State government agencies.

Works with Circuit Court Judges, Administrative Office of the Illinois Courts, area social service agencies, State's Attorney's Office and defense attorneys.

SUPERVISORY RESPONSIBILITIES Manages 10-12 subordinate supervisors who supervise a total of 70 to 90 employees in the Adult Probation Division, Juvenile Probation Division, Intensive Probation Services, Detention Division, and Administration Division. Is responsible for the overall direction, co-ordination, and evaluation of these units. Carries out supervisory responsibilities in accordance with the County's, State and the Circuit Court's policies and applicable laws. Responsibilities include interviewing, hiring, and training

employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE Four-year college degree in Criminal Justice with seven to ten years of related experience or a Master's degree in Criminal Justice and three to five years of relevant work experience.

LANGUAGE SKILLS Ability to read, analyze, and interpret court-issued decisions, criminal justice periodicals, professional journals, technical procedures and or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from individuals and groups of managers, clients and the general public.

MATHEMATICAL SKILLS Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS as required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to stand; walk; sit; and talk; or hear. The employee is occasionally required to use hands to finger, handle, or feel. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions, but occasional home/work visits expose individual to problems that may exist with clients who have not met the standards of the probationary program.

While performing the duties of this job, the employee is occasionally exposed to outside weather conditions. The noise level in the work environment is usually moderate.