

CHIEF PROBATION OFFICER

This job description is ILLUSTRATIVE ONLY and is not a comprehensive listing of all functions performed.

SUMMARY

Under administrative direction, manages and supervises Probation Division staff, prepares division budget, and attends and conducts various meetings.

QUALIFICATIONS

Bachelors degree in a social science field with five years experience as a probation officer and three years supervisory/management experience.

Knowledge of probation objectives, principles and methodologies; the criminal justice system; counseling theories and techniques; individual and group behavior; management and/or supervisory techniques; case management; and budget preparation.

Ability to communicate effectively both orally and in writing; delegate work; train, persuade and motivate employees; operate a computer; maintain confidentiality; and exercise discretion.

EXAMPLES OF WORK PERFORMED

Plans, organizes, directs, integrates and coordinates the work and hires, trains, evaluates and disciplines probation officers, program coordinator and support staff. Keeps abreast of changes in New Mexico statutes, rules, policies/procedures and judicial proceedings to ensure compliance with sentencing mandates. Monitors schedules to ensure proper coverage for court rooms, and pre-sentence and probation referrals for services.

Prepares reports reflecting division activities. Assesses and justifies need for additional staff, training, equipment and spacing. Ensures reporting requirements for outside funding sources are met.

Schedules and facilitates staff meetings. Participates in identifying, developing and implementing programs, services and/or policies and procedures designed to enhance cooperative working agreements, provide subsidized treatment and evaluates treatment effectiveness.

May provide coverage for sentencing appearances and intake appointments in the absence of probation officer.

ESSENTIAL FUNCTIONS

While performing the duties of this job, the employee is regularly required to sit for long periods of time, walk, talk and hear. The employee is frequently required to read typed and/or hand written material. The employee must occasionally lift and/or move, push or pull up to 25 pounds. The work performed frequently requires close exposure to VDT's, CRT's, UV rays. The work performed frequently requires repetitious hand, arm or finger motions, as well as manual/finger dexterity.

Work is performed in an office or courtroom setting. The noise level in the work environment is usually moderate. The employee may be required to work occasional nights and/or weekends. Employee regularly has direct responsibility for the safety, well-being or work output of other people. There are frequent situations in which the employee may be exposed to unpleasant, hostile or violent situations that arise when dealing with individuals involved in court cases. Employee must be able to regularly interact positively with co-workers and the public. Employee will frequently work under severe time constraints and meet multiple demands from several people. Travel may be periodically required for training, meetings and presentations.

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