

Hendricks County Job Description

Title: Assistant Chief Probation Officer **FLSA Status:** Exempt

Department: Probation Department **Pay Band:**

Supervisor: County Judges/
Supervising Judge **Date Prepared:** 1/27/12

Purpose of Position:

Assist in the direction and supervision of the day to day operation of the County Probation Department, the County Alcohol and Drug Intervention Program, and the County Home Detention Program. This includes assisting in developing and maintaining policies and procedures consistent with the effective and efficient operation of these divisions.

Essential Functions:

- Be prepared to perform all duties of the Chief Probation Officer in the absence of the Chief Probation Officer.
- Assist the Chief Probation Officer in putting into action the policies and procedures approved by the Board of Judges.
- Assist the Chief Probation Officer in hiring, development and discipline of Department personnel.
- Assist the Chief Probation Officer in the evaluation of Departmental personnel performance and the keeping of personnel records.
- Develop, write, and maintain policies and procedures needed to effectively and efficiently run the Juvenile Division of the Probation Department and/or those directed by the Board of Judges.
- Assist the Chief Probation Officer in maintaining and compliance with all regulations of the Indiana Judicial Center for Probation Departments, Court Based Alcohol and Drug Programs, and Home Detention Programs.
- Assist in maintaining and complying with all regulations of Community Corrections where applicable.
- Assist in maintaining and complying with all regulation of the Indiana State Board of Accounts.
- Assist in providing assistance to the Work Release Facility.
- Assist the Chief Probation Officer in preparing budgets consistent with the various funds used by the Probation Department and financially manage the Department.
- Assist the Chief Probation Officer in the preparation and/or approval of all Departmental claims.

- Prepare all statistical, quarterly, and year end reports as required for the Juvenile Division.
- Participate in and/or assist in directing monthly Staff Meetings and Judges/Probation Meetings.
- Proficiency of Odyssey Case Management System.
- Comply with Indiana Judicial Center requirements for certification and continuing education for a Probation Officer and Court Based Alcohol and Drug Programs.
- Complete Indiana Risk Assessment Management Systems/Indiana Youth Assessment Management Systems training and comply with all requirements of INCite.
- Adhere to Personnel Policies adopted by the Hendricks County Courts for the Hendricks County Probation Department.
- Comply with the Judicial Code of Conduct adopted by the Indiana Supreme Court.

Non-Essential Functions:

- Carrying a handgun, taser, and/or chemical spray, and qualify consistent with Sheriff Department guidelines.
- Operate County vehicles in accordance with the laws of Indiana.
- Conduct criminal record checks through I.D.A.C.S.
- Performs other duties as assigned.

Education & Qualification Requirements:

- Minimum of a Bachelor's Degree from an accredited University, in the Social Sciences.
- Strong ability to work with little direct supervision and to be able to understand difficult, complex, and rapidly changing circumstances.
- Leadership skills.
- Probation Officer Certification from the Indiana Judicial Center.
- I.R.A.S./I.Y.A.S. certification from the Indiana Judicial Center and INCite compliance.
- I.D.A.C.S certification from the Indiana State Police (optional).
- Proficiency with all Windows based programs.
- Proficiency with Odyssey.
- Effective motivational interviewing skills.
- Ability to understand Indiana Statutes
- Ability to effectively and tactfully deal with other people
- Ability to handle varied and changing priorities without direct supervision.
- Ability to maintain confidentiality.
- Ability to supervise and control irate, intoxicated, mentally ill, and violent offenders placed on probation.

Responsibility:

Knowledge is extremely broad in scope. Work is guided by customary practices and theoretical principles that must be interpreted and applied to meet specific situations and problems. Work is generally performed under accepted guidelines that are unclear or not well stated and require use of independent judgment in selection and interpretation. Work is complicated and non-standard in nature. Several manuals, policies, guidelines, and agencies are available as sources of information in assisting in the performance of duties. Work has strong impact on major policies and goals of the jurisdiction. Work is guided by locally developed policies and discussed with Judges for overall efficiency and effectiveness of the Department. The Assistant Chief Probation Officer will determine his/her own priorities, as approved by the Chief Probation Officer, and accomplish duties and assignments according to accepted schedules that require extensive time management skills.

Working Relationships:

In addition to daily interaction with fellow Probation Officers and staff, a working relationship must be maintained with various governmental and judicial agencies, law enforcement agencies, schools, hospitals, rehabilitation centers, substance abuse treatment agencies, other County offices, families of individuals, victims of crimes, attorneys, and the general public. The Assistant Chief Probation Officer will have an active and ongoing relationship with the Supervising Judge of Juvenile Division of Probation and the other Judges for the County. Individual must at all times exercise sound judgment in the dealing with the public, attorneys, other Court staff members, other Department members, and other governmental entities. Individual must demonstrate the highest level of integrity and trust worthiness. Individual must respect and maintain confidentiality of all matters before the Department.

Working Conditions & Physical Demands:

Work is performed in an office environment, the Court, and/or the field as required. The nature of the work carries the risk of serious physical injury and death caused by people and/or animals. Working and receiving phone calls after normal business hours is to be expected and required.

I have read and understand this job description, and its relationship to the position I occupy.

Signature

Date

Printed Name

NOTE: This document is intended to describe the general nature and level of work performed by individuals assigned to this job classification. It is not intended to provide an exhaustive list of all duties and responsibilities of personnel in all divisions and/or locations so classified, nor is it intended to limit the authority of the Director or the Judges to assign or direct the activities of employees. Nothing contained herein constitutes a contract of employment nor does it create any property interest.