

## **Hendricks County Job Description**

**Title:** Director of Probation

**FLSA Status:** Exempt

**Department:** Probation Department

**Pay Band:**

**Supervisor:** County Judges/  
Supervising Judge

**Date Prepared:** 1/27/12

### **Purpose of Position:**

Direct and supervise 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 developing and maintaining policies and procedures consistent with the effective and efficient operation of these divisions.

### **Essential Functions:**

- Put into action the policies and procedures approved by the Board of Judges.
- Assist in hiring, development and discipline of Department personnel.
- Evaluation of Departmental personnel performance and the keeping of personnel records.
- Develop, write, and maintain policies and procedures needed to effectively and efficiently run a Probation Department and/or those directed by the Board of Judges.
- Maintain and comply with all regulations of the Indiana Judicial Center for Probation Departments, Court Based Alcohol and Drug Programs, and Home Detention Programs.
- Maintain and comply with all regulations of Community Corrections where applicable.
- Maintain and comply with all regulation of the Indiana State Board of Accounts.
- Provide assistance to the Work Release Facility.
- Prepare budgets consistent with the various funds used by the Probation Department and financially manage the Department.
- Prepare and/or approve all Departmental claims.
- Membership on various Boards and Agencies.
- Be the liaison between the Department and the County Council, County Commissioners, and other County Agencies or Departments.
- Prepare all statistical, quarterly, and year end reports as required.
- Participate in and/or direct monthly Staff Meetings and Judges/Probation Meetings.
- Proficiency of Odyssey Case Management System.

- Obtain and/or maintain C.S.A.M.S. certification or professional status for Court Based Alcohol and Drug Programs through the Indiana Judicial Center.
- 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 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, with a Master's Degree preferred.
- 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.
- C.S.A.M.S. or Professional Status certification from the Indiana Judicial Center.
- I.R.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 and interrogation 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 upon 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 Director will determine his/her own priorities 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, hospitals, rehabilitation centers, substance abuse treatment agencies, other County offices, families of individuals, victims of crimes, attorneys, and the general public. The Director will have an active and ongoing relationship with the Supervising Judge 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.**

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**Signature**

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**Date**

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**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.**