



**GRAND TRAVERSE COUNTY, MI
CHIEF PROBATION OFFICER - FAMILY DIVISION JOB DESCRIPTION**

Title:	Chief Probation Officer – Family Division
GENERAL SUMMARY Primary function of the job is to supervise and coordinate the work of Juvenile Probation Officers. Manages probation caseload. Reviews and approves all probation officer reports. Responsible for supervising youth under court jurisdiction. Employees must meet the minimum requirements, conditions of employment, and be able to perform successfully all essential duties and responsibilities with or without reasonable accommodations. This position may require irregular hours. It may also require travel by the employee in the employee's own vehicle. May be required to work on-call in an emergency.	
PRIMARY DUTIES AND RESPONSIBILITIES (may include but are not limited to the following) <ul style="list-style-type: none">• Acts as first line supervisor for designated staff within a department, including assisting with interviewing and selecting of job applicants, training, overseeing work, and establishing and evaluating appropriate performance standards in accordance with the Circuit Court, Family Division’s objectives.• Provides guidance, supervision, and safety for youth under the delinquency jurisdiction of the court ensuring compliance with terms of probation and making regular visits as scheduled.• Provides rehabilitation to youth through the implementation structure, accountability, and therapeutic interventions.• Provides direct case management for juveniles, as well as case management supervision for the department.• Participates in and collaborates with a variety of committees, professional associations, Boards, and/or other related groups.• Reviews and approves dispositional reports and makes recommendations on delinquency proceedings.• Monitors detention, residential and state ward placements; maintains the security of juveniles who are hand cuffed.• Reviews and recommends programs for youth.• Reviews, develops, and implements policies, procedures, processes, and guidelines under the direction of the Family Division Administrator and the presiding Family Division Judge to maintain the integrity of records in compliance with legislation, regulations, and policies.• Processes, compiles, researches, and analyzes complex information, and prepares and verifies reports, correspondence, and other documents utilizing applicable software, within established procedures• Perform other duties as assigned	
EDUCATION, FORMAL TRAINING, AND EXPERIENCE (minimum requirements) <ul style="list-style-type: none">• Bachelor's Degree in criminal justice, law enforcement or a related human services field• Two to four years professional experience as a probation officer or some related human services field• Associates Degree with eight years of experience may be substituted for the education requirement if there is demonstrated knowledge, ability and skill to perform the work.	
CERTIFICATIONS, LICENSES (minimum requirements) <ul style="list-style-type: none">• Must possess and maintain a valid Michigan Operators License and personal auto insurance and must	



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maintain eligibility to drive as per the County's Vehicle policy.

CONDITIONS OF EMPLOYMENT (minimum requirements - legal or contractual pre-employment obligations and/or requirements, such as drug testing, background check, etc.)

A background check will be required initially and periodically for an individual hired, transferred, reclassified, promoted, or currently working in this job. Appointment to or continued employment in this job is contingent upon a satisfactory background check which may include, but is not limited to: confirmation of a persons' identity; review of criminal conviction records; verification of educational degree, license, or certificate required for the position; review of Department of Motor Vehicles records; Department of Justice fingerprint scan; and/or drug and alcohol testing as required and allowable by law. A satisfactory background check is defined as the absence of a criminal history record which bears a demonstrable relationship to the applicant's or employee's suitability to perform the required duties and responsibilities of the position.

- May be required to serve in an "on-call" capacity.

DISTINGUISHING CHARACTERISTICS

Work involves the development of new guidelines and techniques, establishing criteria or developing new information where guidelines may not exist for all situations and considerable independent judgment, personal discretion, and resourcefulness are needed to interpret circumstances, and to make decisions in major areas where there may be uncertainty in approach, methodology, and interpretation. Errors at this level may cause serious, long-term consequences involving substantial financial costs, significantly reduced service to the public, and/or negative media reaction, impacting others outside of a department and may require the intervention of a supervisor to resolve.

Compare to the Probation Officer classification, supervises department staff.

PHYSICAL DEMANDS, WORK ENVIRONMENT, AND OTHER REQUIREMENTS

- May occasionally work in an outdoor environment with potential exposure to weather-related heat and cold, rain, wind, and related elements.
- May be required to reach with hands and arms; sit; stand; talk and hear; use hands to finger, handle, or feel.
- May occasionally be required to lift/move up to 50 pounds.
- May be exposed to infectious diseases and/or criminal suspects or prison inmates.

KNOWLEDGE, SKILLS, ABILITIES, COMPETENCIES (minimum requirements)

- Proficiency in English grammar, spelling, punctuation, and simple mathematical functions such as addition, subtraction, multiplication, division, percentages, ratios, etc.
- Specialized knowledge of Circuit Court, Family Division statutory and regulatory requirements
- Knowledge and ability to use a personal computer to prepare reports, maintain records, search for and compile data
- Interpersonal skills necessary to develop and maintain effective and appropriate working relationships with customers, co-workers, and representatives of other agencies.
- Knowledge of basic supervisory and employee management principles.
- Knowledge of applicable employee rights, protections and avenues of appeal
- Knowledge of applicable policies and procedures governing the hiring, employment and separation of employees
- Skill in operation of modern office equipment such as personal computer, facsimile, copiers, scanners and



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telephones

- Skill in assigning, prioritizing, monitoring, and reviewing work assignments
- Skill in mentoring and training employees with varying educational backgrounds and aptitudes
- Skill in anticipating potential personnel issues and taking appropriate action in reporting to supervisor
- Ability to understand managerial policies and prioritize the needs of the unit.
- Appropriately and effectively represent the Court/County at a variety of community events and activities in support of positive public relations initiatives, and develop liaison relationships between the community and the Court/ County.
- Skill in researching and resolving problems in order to ensure compliance
- Ability to assess and provide guidance within area of specialized knowledge
- Ability to explain policies, processes, regulations, and applicable laws in layman's terms
- Ability to consistently demonstrate sound ethics and judgment
- Ability to think analytically and apply sound judgment, solve problems, make effective decisions, and act with integrity
- Ability to facilitate meetings effectively and efficiently
- Ability to comprehend, process and apply both verbal and written skills appropriate to the job
- Ability to accurately organize and maintain paper documents and electronic files
- Ability to maintain the confidentiality of information and professional boundaries
- Ability to use Court/ County resources effectively and efficiently