

**POSITION DESCRIPTION  
COUNTY OF DEKALB, INDIANA**

**POSITION:** Chief Probation Officer  
**DEPARTMENT:** Probation  
**WORK SCHEDULE:** 8:30 a.m. - 4:30 p.m., M-F  
**JOB CATEGORY:** SO (Special Occupation)

**DATE WRITTEN:** April 16, 2018

**STATUS:** Full-time  
**FLSA STATUS:** Exempt

**To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The job requirements listed in this document are representative of the knowledge, skill, and/or ability required. DeKalb County provides reasonable accommodations to qualified employee and applicants with known disabilities who require accommodation to complete the application process or perform essential functions of the job, unless the accommodation would cause an undue hardship.**

Incumbent serves as Chief Probation Officer for the DeKalb County Probation department, responsible for managing department personnel and operations, and supervising and assisting probationers.

**ESSENTIAL DUTIES:**

Supervises and directs assigned personnel, including interviewing applicants, making hiring recommendations, planning/making work assignments, providing orientation, training and corrective instruction, evaluating performance, recommending personnel actions, and maintaining discipline. Develops and implements department policy and procedures. Conducts staff meetings, and assists Probation Officers in making case decisions as needed.

Conducts pre-sentence investigations and writes comprehensive reports for court as required, including researching criminal history through manual records and on computer, conducting interviews and advising victims of their rights, Ensures compliance with standards set forth by the Indiana Office of Court Services. Attends and covers court hearings as required.

Conducts alcohol and drug assessments through interviewing alcohol and drug clients and makes appropriate referrals based upon results of the assessment. Assists in teaching the Drug and Alcohol Educational Programs.

Supervises, assists and monitors assigned probationers, including preparing risk assessments, reviewing, executing and ensuring compliance with statements of probation conditions, and assisting in obtaining related community services as needed, such as alcohol/drug abuse treatment. Supervision of offenders also

include: conducting home visits, drug testing, collecting DNA and ensuring Court ordered fees are paid.

Prepares and files various documents for court and testifies/makes recommendations in court proceedings, including notifying court of probation violations. Assists court in making pre-trial release decisions.

Maintains current, accurate case files, including classifying offenders according to risk, recording probationer's character, attitude, behavior and compliance with probation conditions, entering information on computer, and preparing and processing various documents.

Assists court in transferring/accepting supervision of probationers to/from jurisdictions and cooperates with other county/state/federal probation departments and other agencies regarding investigations.

Compiles, prepares and submits periodic statistical and narrative reports as required by the Indiana Officer of Court Services.

Performs duties of a Probation Officer by carrying a small caseload of Adult Offenders.

Periodically makes public speaking presentations as requested or assigned.

Maintains current knowledge of applicable local, state and federal rules/regulations, new developments, technology and trends in the field of probation by reading professional publications and periodically attending seminars/conferences.

Acts as system administrator for office computer system.

Ensures payroll and claim vouchers are correctly completed and authorized.

Prepares budget for department.

Responds to emergencies on a 24 hour basis.

Performs related and/or other duties as assigned.

## **I. JOB REQUIREMENTS:**

Bachelor degree in criminal justice, human services or related area, and Indiana certification as Probation Officer, with experience as a Probation Officer. A Master's degree and Supervisory experience preferred.

Ability to successfully pass the Probation Officer Certification exam within 6 months of date of hire, if not currently a certified Probation Officer in the State of Indiana. Must be at least 21 years of age.

Ability to meet all hiring and retention requirements for this position, including successfully completing continuing education requirements.

Thorough knowledge of and ability to make practical application of local, state and federal regulations, and standard policies, procedures, adult/juvenile criminal code, and legal terminology of criminal justice system.

Thorough knowledge of and ability to make practical application of current developments, theories and trends in behavior and supervision of probationers, current developments, theories, and trends in behavior and supervision of probationers.

Knowledge of budget administration and ability to prepare department budget.

Knowledge of standard English grammar, spelling and punctuation, and ability to prepare various reports.

Knowledge of basic filing systems and ability to create and maintain accurate and complete department files and records.

Ability to effectively communicate orally and in writing with co-workers, other county departments, attorneys, other probation departments, community services agencies, victims, probationers and their families, and the public, including being sensitive to professional ethics, gender, cultural diversities, and disabilities.

Ability to operate a variety of office equipment, including, but not limited to, telephone, computer, and calculator.

Ability to provide public access to, or maintain confidentiality of, department information and records according to State requirements.

Ability to comply with all employer and department policies and work rules, including, but not limited to, attendance, safety, drug-free workplace, and personal conduct.

Ability to understand, memorize, retain, carry out written and oral instructions, and present findings in oral and written form.

Ability to plan and make public speaking presentations.

Ability to work alone with minimum supervision, work on several tasks at the same time, often under time pressure, and complete tasks effectively amidst frequent distractions and interruptions.

Ability to provide testimony in legal proceedings.

Ability to occasionally work extended, evening and/or weekend hours, and occasionally travel out of town for training, sometimes overnight.

Ability to serve on 24-hour call and respond swiftly, rationally and decisively to emergencies.

Possession of a valid Indiana driver's license and a demonstrated safe driving record.

## **II. DIFFICULTY OF WORK:**

Incumbent performs a wide variety of duties which are broad in scope and impact and require consideration of many complex variables and their interrelationships. Guidelines are detailed and well-established, requiring independent judgment in interpreting and adapting to individual cases and situations, and ensuring enforcement of probation conditions.

## **III. RESPONSIBILITY:**

Incumbent interprets and makes authoritative application of department policies and procedures and standard practices of the profession to a variety of unrelated cases and circumstances. Work is reviewed primarily for compliance with legal requirements. Incumbent receives general administrative direction from supervisor and refers unusual and/or unprecedented situations to supervisor as needed.

## **IV. PERSONAL WORK RELATIONSHIPS:**

Incumbent maintains frequent contact with co-workers, other county departments, attorneys, other probation departments, community service agencies, victims, probationers and their families, and the public for purposes of exchanging information, explaining/interpreting policies and procedures, supervising and directing personnel and probationers, and negotiating agreements/settlements.

Incumbent reports directly to the DeKalb County Judges.

## **V. PHYSICAL EFFORT AND WORK ENVIRONMENT:**

Incumbent performs a majority of duties in an office environment, involving close vision, hearing communication, handling/grasping/fingering objects, and lifting/carrying objects weighing less than 25 pounds. Incumbent also performs duties in a courtroom, and in a vehicle, and is exposed to potentially violent/irate individuals and the normal hazards associates with driving. Incumbent occasionally works extended, evening and/or weekend hours, and occasionally travels out of town for training, sometimes overnight. Incumbent serves on 24-hour call for emergencies.

