

Hendricks County Job Description

Title:	Chief Probation Officer	FLSA Status:	Exempt
Department:	Probation	Grade:	TBD
Supervisor:	Sitting Judges	Date Reviewed:	5/16/23

Purpose of Position: Provides leadership and direction to all Probation employees in fulfilling the mission of the Courts. Plans, organizes, coordinates and administers the operations, functions and activities of Probation.

Essential Functions:

- Manages and supervises the operations of the department to ensure compliance with applicable rules, laws and policies/procedures;
- Exercises initiative, ingenuity and sound judgment in analyzing and solving difficult administrative and personnel problems;
- Establishes and enforces departmental goals and priorities;
- Develops, implements and evaluates program objectives and operations, assuring that programs meet current County needs;
- Interprets and implements County and state programs, policies and procedures;
- Provides recommendations and consultation supervision for Probation-related matters and cases;
- Analyzes and evaluates the department's structure, workflow, policies and procedures and develops revisions, as needed;
- Participates in the recruitment, retention, disciplining and training of staff;
- Effectively represents the department to the Courts, the County and other officials and community leaders;
- Reviews funding needs, assists in the development of the annual budget and controls program activities within budgetary limits;
- Manages and oversees various specialized grant programs;
- Prepares and/or reviews and presents a variety of oral and written reports, records and documents;
- Remains knowledgeable of national trends and developments relating to probation's role in the operation of the criminal justice system; and
- Adheres to all applicable provisions of the Indiana Probation Officer Code of Ethics, the Canons of the Judicial Code of Conduct and the Indiana Probation Standards and requires adherence by all members of the department.

Non-Essential Functions:

- Attends meetings, seminars and conferences as required;
- Prepares requisitions and authorizes all invoices; and
- Performs other duties as assigned.

Education & Qualification Requirements:

- Minimum of a bachelor's degree in public/judicial administration, criminology, sociology or related field;
- Five (5) years working experience as a probation officer, and five (5) years experience in administration, program supervision and management of employees;
- Ability to deal effectively with a variety of diverse individuals;
- Ability to effectively manage time and resources;
- Ability to provide timely and concise oral and written communications;
- Excellent experience in using computer word-processing, computerized case management and other related software and technology; and
- A valid Indiana Driver's license is required.

Responsibility:

Incumbent's duties are broad in scope and impact, involving many variables and considerations. Incumbent works within well-established County/department/legal policies and procedures, and high standards of judicial and professional ethics, exercising independent judgement in interpreting and applying guidelines to specific situations.

Working Relationships:

Working relationships include the members of the local judiciary; fellow court employees; attorneys; clients; DCS; service providers; members of the public and members of other county departments, including, but not limited to, the Prosecutor's Office, the Chief Public Defender, the Sheriff's Department, Work Release, the Clerk's Office, the Council, the Commissioners, Human Resources, the Auditor, the Facilities Department and the IT Department.

Working Conditions & Physical Demands:

Work is largely performed in a standard office environment. Some travel is required for conferences and committee meetings.

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

Signature

Date

Printed Name