

**CLARK COUNTY PROBATION AND COMMUNITY CORRECTIONS
POSITION DESCRIPTION**

POSITION: Chief Probation Officer
DIVISION: Clark County Probation and Community Corrections
REPORTS TO: Clark County Circuit Courts Board of Judges

STATUS: Full-time
FLSA STATUS: Exempt
STARTING SALARY: Based on Judicial Conference of Indiana 2026
Minimum Salary Schedule for Probation Officers

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position holder serves as the Chief Probation Officer of Clark County Probation and Community Corrections and is responsible for leading, managing and supervising all operations of the Clark County Circuit Courts Probation Divisions and Community Corrections.

DUTIES:

Supervise all Probation and Community Corrections staff, including interviewing new candidates, making hiring recommendations to Judges, training, evaluating performance, and providing corrective instruction and assistance as needed.

Ensure that all employees of the Clark County Probation and Community Corrections Department cooperate and collaborate to achieve improved service delivery, eliminate duplication, develop uniform office practices, consolidated purchasing and sharing of supplies, phone services, office equipment, etc.

Conduct regular staff meetings with Supervisors and confer individually with staff members for case consultations, review court documents and department reports, and other work-related issues. Consult with and provide information to all Judges regarding office policy and procedures.

Monitor Department operations and changes in legal requirements and related court operations, revising and/or implementing changes in department policies, practices and standard procedures as appropriate.

Respond to inquiries from general public regarding Probation and Community Corrections. Provide information and resolve problems as needed.

Prepare and maintain job descriptions for each employee of the Probation and Community Corrections Department.

Make recommendations to the Board of Judges concerning structure, personnel, divisions and other operational issues.

Prepare, review and/or modify financial and/or statistical reports for the Department.

Research and consult a variety of legal codes and reference manuals; monitor changes and new developments and assure proper re-training of staff and revision of procedures accordingly.

Attend meetings, serve on committees, and/or maintain frequent communication with a broad range of local, state, and/or federal departments and agencies for a wide variety of purposes.

Respond to emergency calls on a 24-hour basis.

Attend annual State Probation Officer's Conference and complete other professional development workshops, training and education as required.

Perform additional related duties as assigned by Judges and/or as required by law.

JOB REQUIREMENTS:

Bachelor's degree from accredited college or university.

Minimum of five (5) years of experience as a certified probation and/or community corrections officer.

Supervisory experience of probation and/or community corrections staff preferred.

State certification as probation officer and continuing completion of all certification requirements.

Thorough knowledge of all local, state and federal laws applicable to probation operations with ability to apply and enforce regulations as needed.

Thorough knowledge of standard policies and practices of the Clark County legal process. Probation Office and Community Corrections with ability to effectively develop and implement applicable policies, procedures and new programs.

Thorough knowledge of treatment programs and services available to clients from other government, social, and private agencies, with ability to assist staff in maintaining/facilitating client referrals as appropriate.

Ability to effectively supervise staff to include ability to evaluate performance, provide corrective instruction, and coordinate staff development needs.

Ability to effectively resolve emergency/crisis situations and take appropriate action as required.

Ability to effectively utilize technology and computers to prepare and administer budgets and related financial projections and to prepare statistical, financial and related progress reports as directed.

Ability to work effectively with clients and cooperate and communicate with division employees, personnel and officials from a wide variety of government departments, social agencies, and members of the general public, including being sensitive to professional ethics, gender, cultural diversities and disabilities.

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 maintain strict confidentiality of all department and division records and information according to state and federal requirements.

Ability to competently serve the public with diplomacy and respect.

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

PHYSICAL EFFORT AND WORK ENVIRONMENT:

Position holder performs duties in a standard office environment with no unusual physical demands. Incumbent has some contact with emotionally distraught, chemically dependent and potentially dangerous and/or violent clients.

WORK COMPLEXITY:

Position holder performs management and administrative duties in accordance with legal requirements and applicable guidelines, exercising judgment to supervise and evaluate employees, assess and improve Department procedures and effectively resolve problems. Position holder's work involves a variety of duties, involving both general and individual circumstances and often requiring careful, detailed consideration of complex situations and choices. Duties such as assessing human needs, behaviors, and social problems require the most judgment and adaption of position holder's position guidelines.