**OTTAWA COUNTY COURT OF COMMON PLEAS**

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| **Job Title:** | Chief Probation Officer |
| **Immediate Supervisor:** | Judge |
| **Job Status:** | Full-Time (80 hours/pay), Non-Exempt |
| **Pay** | Commensurate with Experience |

**Job Summary**

The Operations Chief Probation Officer manages oversees the Adult Probation Department’s supervisory operations, including managing Probation Officers, overseeing case supervision, and ensuring department efficiency and services. The position also includes supervision of Defendants on bond and probation, and serving as a Bailiff of the Court.

Work is performed in the Ottawa County Courthouse and various locations throughout the county. The position requires routinely working evenings and weekends; some travel may be required.

**Essential Job Responsibilities (Operations):**

1. Supervise and manage employees of the Court at the direction of the Common Pleas Judge, by monitoring employee performance, addressing disciplinary issues, and providing coaching to employees.
2. Perform all human resources duties, including recruiting new personnel, managing issues between staff, and orientation and training for new staff of all Court departments.
3. Assign and reassign job duties based on the needs of the Court and Adult Probation Department.
4. Communicate departmental updates, concerns, and trends to the Judge on a frequent basis.
5. Ensure compliance with Adult Probation Department policies and procedures, as well as all directives of Judge Winters.
6. Collect and provide data to the Judge as requested.
7. Develop, maintain, and implement policy and procedures for the Department.
8. Serve as on-call for the Sheriff and other police departments outside of business hours.
9. Track grant expenditures, maintain documentation for grant compliance, and ensure timely reporting to funding agencies.
10. Comply with grant audits.
11. Monitor and balance the budget of the department, prepare an annual budget, facilitate the payment of bills, and present budget requests to the Ottawa County Commissioners.
12. Serve as primary point of contact for other departments and outside agencies, represent the department in the community, and participate in speaking engagements.
13. Assign probationers to caseloads and monitor caseload numbers.
14. Assign Pre-Sentence Investigations, check reports for accuracy, and ensure compliance with report timelines.
15. Coordinate competency, restoration, and NGRI services for all Defendants.
16. Oversee the urinalysis program, including monitoring assignment of colors, the testing schedule, and the testing line.

**Essential Job Responsibilities (Probation Officer):**

1. Attend hearings for Initial Appearance and Arraignment and complete Judgement Entries.
2. Review general and special conditions of bond/community control with Defendants and Offenders.
3. Conducting urinalysis testing, including but not limited to scheduling, maintaining records, preforming drug testing, transporting samples for testing, and enforcing of the departmental drug testing policies.
4. Coordinate installation of GPS and SCRAM monitoring of Defendants/Offenders and ensure compliance with the conditions of monitoring.
5. Investigate reports of bond or community control violations and prepare complaints of bond or community control violations, as needed.
6. Supervise Defendants/Offenders placed on bond or community control.
7. Make appropriate referrals for services to community agencies and community based correctional facilities.
8. Conduct Risk Assessments with Offenders.
9. Attend and successfully complete Risk Assessment and Changing Offender Behavior training and as required.
10. Conduct Pre-Sentence Investigations and completes written reports and recommendations.
11. Maintain current information and supervision notes in the department’s case management system.
12. Perform curfew checks and searches of Offenders, their homes, and/or property as necessary beyond standard business hours.
13. Act as Deputy Bailiff and assist in court for hearings, as needed.
14. Document facts and testify in Court with respect to the activities of Defendants or Offenders, their behavior and quality of adjustment while under supervision.
15. Arrest Defendants and Probationers in violation of bond and the conditions of community control and transport Defendants to and from the jail.
16. Perform all other duties as may be directed by the Judge.

*Qualifications Sought:*

* Possess bachelor degree in criminal justice or related field
* OPOTA Firearm Certification preferred
* ORAS Certification preferred
* Highly motivated self-starter with good observational skills, who is able to interact and communicate orally and in writing with offenders, co-workers, attorneys, judges, and the public in a professional manner
* Experience and/or knowledge of the workings of the Court and the Criminal Justice System
* Familiarity with motivational interviewing
* Familiarity with graduated sanctions
* Familiarity with evidenced based practices
* Familiarity with addiction and mental health issues
* Ability to exercise good judgment, decisiveness, and creativity in situations
* Valid Driver’s License
* Adequate computer skills, including the use of Microsoft Office products