

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Pima County Juvenile Court

Job Description

Job Title: Assistant Division Director, Juvenile Probation
Job Code: 8103
Pay Grade: 71
FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

This position will assist in the planning and implementation of the court's strategic plan. Under the direction of the Probation Division Director, the incumbent provides administrative and professional leadership by assisting the Division Director in planning, developing, organizing, directing and coordinating the day-to-day activities of the Probation Division of the Juvenile Court.

ESSENTIAL FUNCTIONS:

- Implements the court's Vision, Mission and Core Values.
- Provides assistance in the administration of the Probation Division.
- Acts as the Division Director in the absence of the Probation Division Director.
- Maintains awareness of current issues in the juvenile justice field and attends professional conferences as assigned.
- Conducts and attends meetings as assigned by the Division Director.
- Coordinates activities and programs with service-providers and related agencies, such as police departments, schools, and other departments within government agencies, treatment programs, community organizations, and service groups.
- Interfaces with other court divisions, community/governmental agencies and organizations, professionals, and the public to coordinate services.
- Researches potential funding sources such as grants.
- Administers and monitors allocated grants to insure compliance with the contractual requirements, regulations, and standards.
- Assists in the development of the annual divisional budget, planning, preparation and monitoring.
- Receives, compiles and analyzes activity reports to evaluate the efficiency and effectiveness of court center programs.
- Formulates division policies, procedures, and techniques to ensure standardized implementation of probation activities.
- Develops, organizes, implements and monitors policies, procedures and programs according to regulatory and court center requirements.
- Leads, plans, assigns, supervises, provides training and evaluates the work of assigned subordinates.
- Prepares, analyzes, and presents oral and written reports to a variety of audiences.
- Develops and implements standard training in accordance with court center mandates.
- Prepares and conducts employee performance appraisals and prepares supervisor reports, assists in interim monitoring, job development, staffing, and interviewing.
- Assist and monitor supervisors in the development of performance plans and completion of appraisals.
- Assists in recruiting, development and retention of staff.
- Performs special assignments as directed by the Probation Division Director, Deputy Court

Director or Court Director.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of the juvenile justice system.
- Must have knowledge of the criminal justice system and multi-level court systems.
- Must have knowledge in the principles and practices of social and rehabilitative case management, counseling, interviewing and investigation techniques.
- Must have knowledge of the interrelationships of probation, parole, law enforcement, social institutions, family and environmental factors.
- Must have knowledge of the psychological, sociological, and cultural factors that influence on interpersonal relationships and human behavior.
- Must have knowledge of the principles of staff education and training.
- Must have knowledge of community supervision and child/adolescent development.
- Must have knowledge of the principles and practices of leadership, administration and management.
- Must have knowledge of community resources in the field of rehabilitation and procedures related to the provision of preventive and/or rehabilitative services for juveniles and families.
- Must have knowledge of federal, state, and local statutes, laws, regulations, administrative orders and rules pertaining to the provision of juvenile court services.
- Must have knowledge of principles, practices, policies, rules, regulations, and procedures related to a juvenile court center.
- Must have knowledge of principles and practices of financial management to include budgetary procedures.
- Must have knowledge of principles of supervision, staff development, and evaluation.
- Must have knowledge of research, analysis, evaluation, and reporting techniques.
- Must have knowledge and skill in using computer equipment and software applications.
- Must have the ability and skill to develop, organize, administer and evaluate assigned probation programs and services.
- Must have the ability and skill to prepare concise and accurate reports and other professional documents.
- Must have skill in initiating, developing, and enlisting support for community supervision services
- Must have the ability to effectively collaborate with the community, agencies and system partners at the local, state and national level.
- Must have skill in dealing with conflict and complex problems.
- Must have the ability to exercise good judgment and discretion in matters of policy, programming and personnel management.
- Must have skill in setting priorities, planning, assigning, supervising, and evaluating the work of subordinates.
- Must have skill in communicating clearly and concisely, both orally and in writing, with a diverse audience.
- Must have skill in establishing and maintaining effective working relationships internally and with the public and other agencies.

MINIMUM QUALIFICATIONS:

A Bachelor's degree from an accredited college or university, preferably in behavioral or social sciences,

criminal justice, business or public administration and eight years of professional experience in probation, including at least three years of increasingly responsible supervisory experience; or any equivalent amount of experience, training, and/or education approved by Human Resources and court administration.

LICENSES AND CERTIFICATES:

Must have a valid Arizona Driver's License at effective hire date.

Must have current Arizona State Probation Officer Certification or be able to complete requirements for certification within one year of appointment.

Must have current Arizona Defensive Tactics Certification or be able to complete requirements for certification within one year of appointment.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Must have ability to:

- Perform work that requires good physical strength and condition to apply restraining techniques, defensive tactics, react to physical confrontations and emergency situations, may lift and carry up to 75 pounds and bend, reach, kneel, crouch, crawl and stoop when necessary.
- Read and comprehend court orders, reports, written rules, regulation, hear and understand speech and radio transmissions and record information accurately and completely.
- Observe behaviors and situations, recall facts, work outside exposed to extreme weather conditions, and perform administrative duties in an office environment.

SPECIAL REQUIREMENTS:

Applicant must successfully complete a background investigation. Applicant must successfully complete a pre-employment drug screen. The applicant may also be required to successfully complete psychological, polygraph or other examinations or tests prior to appointment.

DISTINGUISHING CHARACTERISTICS:

This is a Safety Sensitive classified position and reports to the Probation Division Director. The incumbent performs duties under administrative direction by the Division Director, duties are performed with considerable discretion and judgment in the administration of departmental goals and objectives. Supervision is exercised directly, or through subordinate supervisory personnel, over a staff of professional and clerical support personnel.

Date: 1/25/04

Revised: 11/18/04, 07/01/05, 10/26/07, 04/14/09; 09/24/12

Approved by: _____
Hiring Authority

Date

Deputy Director, Human Resources

Date