



ARIZONA SUPERIOR COURT IN PIMA COUNTY

Job Description

Job Title: Probation Unit Supervisor

Job Code: 8110

Pay Grade: 61

FLSA Status: Exempt

PURPOSE OF CLASSIFICATION:

Provides work direction, supervision and support for probation and surveillance officers who supervise adult and juvenile offenders and coordinates the completion of administrative functions required to implement court ordered probation programs. This position requires considerable initiative and independent judgment in managing multiple priorities and coordinating work activities to meet schedules and goals.

ESSENTIAL FUNCTIONS:

- Oversees the assignment of new offenders into probation programs or units to assure compliance with department and court policies and procedures, and State laws.
- Supervises and coordinates the work of specialized or non-specialized probation units.
- Plans and assigns the work performed by probation officers, surveillance officers and support staff in the supervision of adult and juvenile offenders. Audits case files on a regular basis.
- Reviews and evaluates court reports, chronological entries and probation officer's case work to ensure the integrity of case management and compliance with policies and procedures.
- Participates in the recruitment, selection, training, evaluation, and counseling of employees in their assigned probation unit.
- Participates in the establishment of division goals, mutually establishes goals with direct reports, and conducts performance appraisals with assigned staff.
- Provides treatment advice and direction to probation officers on sentencing alternatives, rehabilitative treatment and educational programs.
- Interfaces with law enforcement and community agencies in the supervision of a probation program or unit.
- Supervises and participates in the tracking of statistical data, provides standard and ad-hoc reports as requested, and maintains statistical program data for the probation unit.
- Investigates and mediates complaints and concerns between probation staff and offenders, families, victims, attorneys, and other sources, such as a community service provider.

- Assists in the annual budget preparation by providing unit budget information and monitors the unit's budget expenditures throughout the fiscal year.
- Participates in the development and implementation of division policies and procedures and the standards by which the probation staff will perform in accordance to.

ADDITIONAL RESPONSIBILITIES/DUTIES

- Remains knowledgeable of contemporary social and economic conditions, regulations, guidelines, community social service programs and resources, as they relate to probation and the justice system.
- Performs other related projects and duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of the basic principles of psychology and other social science.
- Must have knowledge of the techniques and methods of supervision, interviewing and investigative techniques.
- Must have knowledge of the effects and symptoms of physical, sexual and emotional abuse and crisis intervention methods and techniques.
- Must have knowledge of interviewing, counseling, observing and collecting data from probationers and other sources pertaining to probationer activities and behavior.
- Must have skills in the areas of self-control, patience, initiative, courtesy, tact and diplomacy.
- Must have the ability to operate a variety of equipment necessary to perform job duties such as computers, telephones, radios, handcuffs, body armor and other equipment.
- Must have the ability to communicate effectively in writing and orally with a diversity of individuals and groups.

MINIMUM REQUIREMENTS:

- (1) A minimum age of 21 years and must be a United States citizen or have legal resident status (Supreme Court Order # 2003-92),
AND
- (2) A bachelor's degree preferably in the field of behavioral science or a related field (Supreme Court Order # 2003-92),
AND
- (3) Five years of professional experience in probation.

LICENSES AND CERTIFICATES:

Must possess a valid Arizona driver's license at the time of appointment.

PHYSICAL DEMANDS/WORKING CONDITIONS:

Typically performs duties in an office environment and may lift materials and/or equipment 15 lbs or less.

DISTINGUISHING CHARACTERISTICS:

This is a classified position that reports to a Probation Division Director/Manager. This position performs duties under general supervision and has supervisory responsibilities for a probation staff of probation and surveillance officers and support staff.

Date: 04/22/90

Revised: 12/20/04; 01/21/05; 03/22/05