

ARIZONA SUPERIOR COURT IN PIMA COUNTY

Pima County Juvenile Court

Job Description

Job Title: Probation Unit Supervisor – Safety Officer

Job Code: 8110

Pay Grade: 61

FLSA Status: Exempt



PURPOSE OF CLASSIFICATION:

The safety supervisor is responsible for developing officer safety training guidelines in accordance with the Administrative Office of the Courts (AOC) approved officer safety curriculum. The incumbent will chair the department's Officer Safety Committee, review and make recommendations to improve officer safety policies and procedures, oversee officer safety training and supervise the activities of officers assigned to the Electronic Monitoring/Warrant Unit and the Dispatch Unit.

ESSENTIAL FUNCTIONS:

- Schedules officers to attend/participate in officer safety classes.
- Maintains training records including compliance and qualifications.
- Recruits instructors and schedules training staff.
- Ensures proper curriculum is instructed and followed.
- Evaluates curriculum against current best practices in officer safety areas.
- Develops yearly officer safety training schedule.
- Acts as a liaison with the shooting inquiry board and the Critical Incident Response Team.
- Reviews all officer safety related incident reports.
- Develops field training officer model and randomly monitors officers in the field.
- Performs fieldwork with line staff to ensure staff concerns and needs are known and observed.
- Act as an instructor in all aspects of officer safety training and remains proficient in each facet of the AOC officer safety curriculum.
- Monitors, issues and maintains records for officer safety equipment.
- Maintains sufficient supply of officer safety equipment.
- Stays abreast of advances in officer safety equipment and makes recommendations regarding new/better safety equipment needs.
- Oversees the operation of the Dispatch Communications System.
- Represents the Juvenile Court as Officer Safety Liaison.
- Acts as a liaison with AOC and the department on all officer safety issues.
- Meets with other County/State departments regarding officer safety issues.
- Works with AOC to ensure statewide compliance with officer safety standards.

ADDITIONAL RESPONSIBILITIES/DUTIES:

- Performs related duties and projects as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Must have knowledge of CPR/First Aid, report writing, search and seizure, legal liability issues, defensive tactics, continuum of control and firearms qualifications.
- Must have knowledge of contemporary social and economic conditions as they relate to probation and the justice system.
- Must have knowledge of the principles of psychology, criminal justice and other social sciences, probation and court practices and procedures, pertinent laws, regulations and guidelines, and community social services programs and resources.
- Must have knowledge of methods and techniques for investigation and interviewing.
- Must have knowledge of substance abuse and appropriate treatment, the effects and symptoms of physical, sexual, and emotional abuse, and counseling and crisis intervention.
- Must have knowledge of training techniques.
- Must have skill in analyzing situations and information and using sound judgment to make decisions, draw conclusions and determine appropriate courses of action.
- Must have skill in establishing and maintaining relationships with staff and community agencies.
- Must have skill in writing and reviewing court reports and critical incident reports.
- Must have skill in supervising, training and evaluating the work of staff.
- Must have the ability to communicate effectively with coworkers, court management, judicial staff, judges, community resources representatives, staff, and the public.

MINIMUM QUALIFICATIONS:

- (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 Bachelors 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.

PREFERRED QUALIFICATIONS (in priority order):

- 1) A Master’s degree from an accredited college or university and three years of professional experience in probation including some experience working in a Lead or supervisory capacity.

OR

- 2) Two years of experience as a Lead Probation Officer with Pima County.

OR

- 3) Some experience working in a Lead or supervisory capacity in a probation setting.

LICENSES AND CERTIFICATES:

- Must have a valid Arizona Driver’s License at time of appointment.
- Must complete Defensive Tactics Certification within 45 days of appointment.
- Must complete Defensive Tactics Instructor Certification within six months of appointment.
- Must complete Firearms Academy within six months of appointment.

PHYSICAL QUALIFICATIONS:

- 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, regulations, 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.

DISTINGUISHING CHARACTERISTICS:

This is a classified position and reports to the Probation Division Director. Performs duties and responsibilities under limited supervision and has supervisory responsibilities for a staff of probation and surveillance officers.

Date: 04/22/90

Revised: 12/20/04; 01/21/05; 03/22/05; 05/09/05; 10/05/05, 10/26/07, 5/18/09