

Job Announcement

The 40th Judicial District/Indiana County Court of Common Pleas

Seeking candidates for the position of Chief Probation Officer. This is a highly skilled position which requires organizing, planning and directing all adult and juvenile probation and parole services of Indiana County. A minimum of a Bachelor's degree is required with 7 years supervisory or criminal justice experience preferred. Salary range is \$49,000-\$63,000 commensurate with experience and education. For a detailed job description please visit www.indianacountypa.gov. Interested candidates should submit a resume and cover letter to: Christy Donofrio, District Court Administrator, 825 Philadelphia St. 2nd Floor, Indiana, PA 15701. Deadline for submission is March 31, 2020.

Contact: Christy Donofrio; cdonofrio@indianacountypa.gov

**Indiana County
Job Description**

CLASS TITLE:	Chief Probation Officer	PAYGRADE:	24
DEPARTMENT:	Probation	FLSA:	EXEMPT
REPORTS TO:	President Judge; Court Administrator	DATE:	2/25/2020

Job Summary:

The employee in this highly skilled position organizes, plans and directs all adult and juvenile probation and parole services of Indiana County. Work is performed under the general supervision of the President Judge and Court Administrator. Assignments are skilled in nature and carried out in accordance with general work instructions, established administrative practices, procedures and precedents and any applicable legal standards or regulations.

Essential Job Functions:

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned by the President Judge and District Court Administrator.

1. Plans, organizes, and directs the county program of probation/parole supervision and investigations.

2. Develops and implements policies and regulations in accordance with the law and the Court's and Unified Judicial System's policies.
3. Supervises probation officers and clerical staff; plans training and evaluates employee performance.
4. Interprets the objectives and methods of probation and parole planning and supervision to individuals, other agencies, and the community.
5. Establishes and maintains cooperative working relationships with individuals and other agencies; serves on committees or boards as directed by the President Judge.
6. Monitors changes in legislation and rules and advises the Court of such changes.
7. Analyzes and prepares annual budgets, grant applications and financial statements.
8. Directs the preparation and maintenance of records and reports.
9. May supervise a caseload of parolees and probationers, as required.
10. Evaluates program effectiveness and prepares reports on the status and progress of the work.
11. Other duties as assigned.

Qualifications

- Bachelor's degree in criminal justice, social or behavioral science, public administration or related field.
- At least 7 years of progressive experience in the area of probation, parole, or other social work, preferably in a supervisory role.
- Or, any equivalent combination of acceptable training and experience.

Requirements

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

- Considerable knowledge of casework principles and practices.
- Knowledge of the principles and methods of administration and supervision.
- Knowledge of the principles and methods of probation and parole investigation and supervision.
- Knowledge of county probation and parole policies and procedures.
- Knowledge of modern principles of criminology and penology.
- Knowledge of individual and group behavior with special emphasis on behavior deviations of persons who have been involved in delinquent or criminal activities.
- Knowledge of current social, economic, and health problems and resources with special emphasis on factors relating to crime and delinquency.
- May be required to carry a firearm, including appropriate training.
- Must be able to maintain confidentiality as required by the nature of the job.
- Ability to express ideas effectively, both orally and in writing.
- Must pass all appropriate clearance checks/background checks
- Must possess a valid Pennsylvania Driver's License and be approved by the County's insurance carrier

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to individuals with disabilities to perform the essential functions.

- Must possess the ability to record, convey and present information, explain procedures and follow instructions.
- Must be able to sit, stand and walk for long periods of time during the workday. Occasional overhead reaching for books and materials;

occasional carrying, pushing, pulling and stooping to perform other job functions of the position are also required.

- Dexterity requirements range from simple to coordinated movements of fingers and hands; feet and legs; and torso to carry out the required job functions.
- Light work, occasional lifting and carrying of objects with maximum weights of twenty pounds are required.
- Must demonstrate emotional stability.
- Must be able to cope with the physical and mental stress of the position.
- Must be able to move frequently throughout the workday.
- Specific vision abilities include close vision, distance vision, color vision, peripheral vision, depth perception and the ability to focus.
- Field work may include visits to outside locations: including but not limited to jails and prisons.
- May encounter potential hazards that may result in injury or death.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Works indoors in limited work space with adequate temperatures, ventilation and lighting.
- Normal exposure to noise, disruptions and stress.
- Normal indoor exposure to dust and/or dirt.
- Work outdoors in varying weather conditions, as needed.

I have read the Chief Probation Officer position job description and fully understand the requirements set forth therein. I hereby accept the position of Chief Probation Officer and agree to abide by the requirements and duties set forth. I will perform all duties and responsibilities to the best of my ability.

Signature of Employee

Date

Signature of Supervisor

Date

In compliance with the *Americans with Disabilities Act*, the Employer will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the Employer.