

DEPARTMENT: Courts - Adult Probation Office
SUPERVISOR: Administrative Judge and Office of the District Court Administrator
JOB TITLE: Chief Adult Probation Officer
SALARY: Paygrade 12 starting annual salary \$57,318.59
HOURS: 37.5 per week (Monday – Friday from 8:30 a.m. to 5:00 p.m.)

GENERAL DESCRIPTION

Provides leadership and direction to all employees in the Adult Probation Office in fulfilling the mission of the Court. Plans, organizes, coordinates, and administers the operations, functions, and activities of Adult Probation Office. This is an administrative position directing programs for the supervision of adult offenders. The Chief Adult Probation Officer oversees programs, polices, procedures, fiscal support and evaluation of program and staff effectiveness.

REQUIREMENTS

- Experience with evidence-based practices of adult probation work and supervision strategies and programs that have been scientifically demonstrated to enhance compliance with the court or releasing-authority-ordered conditions and reduce criminal behavior
- Ability to manage fiscal operations, reporting, and departmental budget
- Demonstrated experience with sentencing guidelines
- Ability to plan, direct and supervise the work of subordinate supervisors, probation officers, and support staff
- Demonstrated experience in human resources and employee development strategies including training, supervising, evaluating performance and providing constructive feedback
- Experience working with state and local community, social and economic resources and support agencies with emphasis on factors relating to criminal behavior
- Knowledge of individual and group behavior with emphasis on behavioral deviations of persons who have been involved in criminal activities
- Competence in report and business letter preparation techniques along with modern office practices and technology
- Comprehension of relevant federal, state and local laws, regulations, codes and ordinances
- Comprehension of Court processes and procedures as it relates to the Adult Probation Office
- Skilled in use of case management systems along with case work and case planning, development, and reassessment
- Awareness of prevalence and trends regarding substance use and mental health issues in combination with management of effective court-ordered substance use testing policy and procedure
- Competence with safe work practices and training
- Proficient and skilled with standards for annual firearms qualifications

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Plan, direct, and analyze all operations of the Adult Probation Office to ensure compliance with applicable rules, laws, and Court policies and procedures and standards of safety
- Interpret and implement applicable state and county programs, policies, and procedures as related to probation and parole
- Research and implement evidence-based practices in the field of probation and parole
- Provide recommendations for probation and parole related matters and cases
- Analyze and evaluate the department's structure, workflow, policies and procedures and develop adjustments and modifications as necessary
- Participate in the recruitment, retention, discipline and training of all staff
- Schedule and facilitate staff meetings, effectively communicating staff operational missions and expectations
- Responsible for oversight of all employee performance evaluations
- Establish orientation and training for staff development
- Assure all staff are adequately trained to perform duties
- Provide oversight and direction to Deputy Chief Probation Officer and Treatment Court Supervisor
- Strategically plan, establish and enforce departmental priorities, goals and plans of action
- Prepare annual budget
- Develop funding plan for the office including Grant in Aid funds and other supplementary funds
- Prepare and lead fiscal audits conducted by various entities, ensuring requirements for outside funding sources are met
- Prepare requisitions and authorize all invoices
- Manage all financial contracts for the Adult Probation Office
- Secure supplemental funding such as grants, preparing, writing and submitting applications and providing follow up regarding narrative and budget reports
- Provide oversight to all grant-funded specialized programming implementation
- Analyze and develop existing facilities, equipment and operating systems of the department
- Regularly review case management and assessment data to revise programming and policies accordingly
- Analyze local data to identify trends to enhance and modify departmental services and programs as necessary
- Establish and direct caseload management practices to include classification of supervision levels based on risk need scores of offenders and prepare regular statistical reports for review
- Responsible for all statistical reports
- Develop and maintain community support and collaboration of community partnerships through activities, networking, and media
- Participate in identifying, developing and implementing programs, services, policies and procedures designed to enhance cooperative working agreements, provide subsidized treatment and evaluate treatment effectiveness

- Establish and maintain effective working relationships with treatment providers, law enforcement agencies and institutions
- Maintain a collaborative relationship with local colleges and universities
- Direct the management of mutual cases with Pennsylvania Board of Probation and Parole, state correctional institutions, County prison, and various community service agencies, for coordination of social services, and assignment of supervision for offenders
- Help provide oversight to operations at the Reentry Service Center and work in collaboration with GEO staff to ensure program fidelity
- Represent Lycoming County with the County Chief Adult Probation and Parole Officers Association of Pennsylvania
- Attend and actively participate with local Law Enforcement Agencies' meetings and activities
- Actively participate on local Re-Entry Coalition, assisting with all reentry planning
- Help administer local recidivism study in conjunction with Lycoming College and County prison
- Direct Community Service Program, working closely with community service staff
- Reinstate and reestablish Victim Impact Panel with assistance from support staff
- Explore pretrial programming
- Attend meetings, seminars, and conferences as required, representing the Adult Probation Office
- When necessary, provide coverage for professional and support staff
- Direct the resolution of inquiries, complaints, problems or emergencies affecting the availability or quality of services
- Monitor statutory changes via legislation and case law and implement any changes necessary
- As the County's Chief Adult Probation Officer, provide regular communication and program updates to the Court and key stakeholders
- Coordinate department activities and programs with other law enforcement agencies, County departments and divisions, and other agencies as appropriate
- Proactively work with Office of the District Court Administrator to plan a positive outreach campaign
- Performs other duties as assigned

QUALIFICATIONS

- Bachelor's degree in social work, criminal justice, public administration or related field
- Eight (8) years related experience
- Previous supervision and management experience required
- Knowledge of Operating Standards for Adult Probation and Parole Departments in Pennsylvania
- Must pass all appropriate clearance and background checks
- Required to carry a firearm and Taser and complete all required training
- Comply with the Code of Conduct for Employees of the Unified Judicial System and commitment to demonstrating conduct that inspires public confidence and trust in the Courts, preserves the integrity of the Court system, and reflects a commitment to serving the public

SUPERVISORY RESPONSIBILITIES

The Chief Adult Probation Officer works closely with the administrative Common Pleas Judge and Office of District Court Administrator to provide effectual, constructive and meaningful management and leadership of all functions and operations within the Adult Probation Office.

EXPECTED HOURS OF WORK

This is a full-time position, Monday through Friday with hours of 8:30 am – 5:00 pm. Evening and weekend hours as necessary to oversee the operations of the office.

WORKING CONDITIONS

Office environment with fieldwork. Direct interaction with probationers and parolees along with many other individuals such as family and friends of clients and victims who may be angry, upset and difficult to work with. Potential for a high degree of stress and risk of violence.

TRAVEL

Regular travel is required to attend meetings and trainings.

INSTRUCTIONS

All interested candidates should submit a letter of interest, resume, and qualifications to President Judge Nancy L. Butts via email to jrook@lyco.org, or U.S. mail at 48 West Third Street, Williamsport, PA 17701.

NOTE: Prior to appointment, the successful candidate will be required to submit to a criminal background check, physical exam for use of force and arrest powers, screening for authorization to carry weapons, and a urinalysis screening for use or abuse of drugs or alcohol.

LYCOMING COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER