DEPUTY CHIEF OF PROBATION AND PAROLE OPERATIONS
POSITION ANNOUNCEMENT
FIRST JUDICIAL DISTRICT OF PENNSYLVANIA
EQUAL OPPORTUNITY EMPLOYER

POSITION: Deputy Chief of Probation and Parole Operations
Court of Common Pleas, Criminal Trial Division
Department of Community Supervision Services

SALARY: $118,320 - $134,351 (G36)

FILING DEADLINE: November 10, 2026

HOW TO APPLY:

To be considered for employment, candidates must complete an employment application and upload a resume on our website at https://fjdcareers.phila.gov/cyberweb and click on Apply Now button to create an account or to log into their existing account.

MINIMUM REQUIREMENTS

1. Bachelor's degree from an accredited college or university in Criminal Justice, Public Administration, Social Work, Psychology, Sociology, Human Services, Behavioral Sciences, or a related field. Master's degree preferred.
2. Eight (8) years of experience in senior management, executive, or director-level role in probation, parole, pretrial services, court administration, criminal justice, behavioral health services, corrections, or a closely related field.
3. Demonstrated experience developing, implementing, or overseeing policies, procedures, programs, operational initiatives, or organizational improvements.
4. Demonstrated ability to lead a complex operation, establish performance expectations, manage competing priorities, and work effectively with executive leadership partners and internal and external stakeholders.
5. Successful completion of interview process.
6. Ability to perform the essential functions of the position.

POSITION SUMMARY

The First Judicial District of Pennsylvania is seeking a highly qualified and experienced professional to serve as Deputy Chief of Probation and Parole Operations. The Deputy Chief serves as the principal executive responsible for the day-to-day operations of Adult Probation

and Parole. The selected candidate will work closely with the Chief of the Department of Community Supervision Services to advance operational, strategic, and policy objectives.

The Deputy Chief is responsible for providing leadership to a complex supervision operation that includes community and office based supervision functions, specialized services, enforcement operations, officer safety initiatives, and other programs supporting individuals under county probation and parole supervision.

The Deputy Chief of Probation and Parole Operations provides leadership to division and unit leadership, supervisors, and staff and is responsible for implementing departmental policies; ensuring compliance with applicable laws, established policies and procedures, department and court directives, and evidence-based supervision practices; managing operational resources; providing guidance on complex supervision matters, violation responses, and risk management strategies; promoting officer safety; and fostering collaborative relationships with judges, Court Administration, criminal justice partners, treatment providers, and community organizations. The Deputy Chief exercises considerable independent judgment and discretion in managing critical incidents, directing operational responses, and ensuring the effective delivery of probation and parole services. Administrative support functions, including fiscal administration, grants management, technology, research, policy development, and performance analytics, are coordinated in partnership with the Deputy Chief of Strategic Initiatives and Organizational Support.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. They are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Operational Leadership and Administration

- Direct and oversee the daily operations of Adult Probation and Parole supervision services, including community and office based supervision functions, specialized services, enforcement operations, officer safety initiatives, and other programs supporting individuals under county probation and parole supervision.
- Provide executive leadership and direction to probation and parole directors, supervisors, officers, and operational personnel.
- Develop, implement, and evaluate operational policies, procedures, and supervision strategies.
- Ensure effective allocation of personnel and resources to support public safety priorities and departmental goals.
- Monitor supervision outcomes, workload demands, staff performance, and operational effectiveness.
- Provide recommendations and implement strategies to improve supervision practices, workflow, and service delivery.
- Provide guidance on complex supervision matters, including risk assessment, violations, graduated sanctions, revocation recommendations, and warrant requests.

Personnel Leadership and Officer Development

- Direct, supervise and evaluate directors, supervisors, and professional staff assigned to operational divisions.
- Promote accountability, professionalism, and continuous improvement among supervision staff.
- Determine operational staffing needs and recommend organizational and staffing adjustments.
- Promote employee development and succession planning.
- Coordinate with training leadership to ensure officers receive appropriate training in evidence-based practices, officer safety, legal updates, and operational procedures.
- Promote officer wellness and safety through policies, equipment, training, and operational strategies designed to reduce risk during field and office contacts.
- Assist with employee relations, performance management, and disciplinary matters.

Supervision Practices and Public Safety Initiatives

- Advance evidence-based supervision practices that promote behavior change, compliance, accountability, and successful community outcomes.
- Ensure consistent application of risk and needs assessments and individualized case management strategies.
- Oversee enforcement strategies, including warrant operations, absconder apprehension efforts, and collaboration with law enforcement partners.
- Monitor implementation of specialized supervision initiatives addressing high-risk populations and drivers of violence.
- Lead operational responses to emerging public safety concerns and critical incidents.

Court and External Partnerships

- Serve as a liaison to judges, Court Administration, prosecutors, defense counsel, law enforcement agencies, treatment providers, and community partners.
- Provide operational updates, recommendations, and reports to Court leadership.
- Represent the department at professional meetings, committees, conferences, and community events.
- Foster partnerships that enhance supervision and community safety.

Compliance and Quality Assurance

- Ensure operational compliance with Pennsylvania Commission on Crime and Delinquency (PCCD) Operating Standards, applicable laws, court directives, department policies, and professional standards.
- Promote quality assurance practices related to supervision effectiveness, documentation, and case management.
- Maintain current knowledge of probation and parole law, sentencing practices, court procedures, victims' rights, and criminal justice reform initiatives.

Emergency and Critical Incident Management

- Participate in emergency planning and continuity of operations activities.

- Provide leadership during significant operational events, critical incidents, and departmental emergencies.
- Assist in developing protocols related to officer safety, emergency response, and operational continuity.

MARGINAL FUNCTIONS

- Resolves complaints, grievances, and administrative concerns.
- Participates in committees, task forces, and special projects as assigned.
- Performs other related duties as required.

WORK ENVIRONMENT

Work is performed primarily in standard probation supervision and clerical office conditions, with periodic travel to courts, correctional facilities, treatment providers, community locations, meetings, and conferences. Occasional emergency response duties may be required, which could include evening and/or weekend hours.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Extensive knowledge of probation and parole practices, court operations, and criminal justice systems.
- Knowledge of evidence-based supervision practices, risk/needs assessment principles, and community supervision strategies.
- Strong leadership, organizational, analytical, and decision-making skills.
- Ability to manage complex programs, personnel, and organizational initiatives.
- Excellent written and verbal communication skills.
- Ability to establish effective working relationships with judges, court administrators, staff, government officials, and justice partners.
- Experience implementing probation reform initiatives, operational improvements, or evidence-based practices resulting in measurable outcomes.
- Proficiency with Microsoft Office, criminal justice information systems, data reporting platforms, and administrative technology.
- Prior experience with enforcement operations, arrest execution, and carrying a firearm as part of official job responsibilities is preferred.

The First Judicial District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the First Judicial District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective employees and incumbents to discuss potential accommodations with the employer.