

**CHIEF PROBATION OFFICER – JUVENILE HALL
SUPERINTENDENT**

DEFINITION

To plan, direct and review the activities and operations of the Probation Department, Juvenile Hall and Traffic Court, including adult probation and juvenile probation; to provide highly responsible professional staff assistance in the areas of probation, criminal justice and traffic.

DISTINGUISHING CHARACTERISTICS

This is a single-position department head classification responsible for the overall administration of the Probation Department, Juvenile Hall and Traffic Court. The incumbent is appointed by and serves at the pleasure of the Superior Court Judges.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Superior Court Judges; exercises direct supervision over all assigned staff.

EXAMPLES OF DUTIES -- Duties may include, but are not limited to, the following:

Plans, directs and coordinates probation programs, including audit and juvenile probation programs, Juvenile Hall operations and Traffic Court operations.

Develops, plans and implements goals and objectives for the Probation Department, Juvenile Hall and Traffic Court; recommends and administers policies and procedures.

Assigns and supervises investigation work for cases assigned to the Probation Department.

Confers with the State Probation Department and other county officials and governmental agencies and organizations regarding probation activities.

Reviews and evaluates court decisions and legislation to ensure compliance with laws, rules, regulations, professional standards, and established policies.

Assists the probation and Juvenile Hall staff with difficult or unusual problems.

Reviews criminal cases presented for evaluation by the Superior Court and Municipal Court.

Chief Probation Officer – Juvenile Hall Superintendent
Rev.- 02/12/06
Rev.- 01/01/07
Rev.- 07/01/07
Rev.- 01/01/08

Res. #2006- 6
Res. #2006- 93
Res. #2006- 93
Res. #2007- 03

Supervises and counsels adult and juvenile probationers.

Supervises and participates in the preparation of reports and recommendations regarding juveniles and adults to the Superior and Municipal courts.

Interviews offenders, victims, arresting officers, parents, relatives, school officials and others regarding juveniles and adults.

Represents the department before the court; presents detailed oral arguments and position statements.

Assists the District Attorney in handling juvenile court hearings; conducts juvenile citation hearings and traffic hearings.

Supervises and participates in the preparation and submittal of reports regarding termination of probation, expungement, sealing of records, bail reduction, and bail consideration.

Selects, trains, motivates and evaluates the work of department personnel; provides or coordinates staff training; works with employees to correct deficiencies; implements discipline and termination procedures as required.

Directs, oversees and participates in the development of the department's work plan; assigns work activities, projects and programs; monitors work flow; reviews and evaluates work products, methods and practices.

Supervises and participates in the development and administration of the department budget; directs the forecast of additional funds needed for staffing, equipment, materials and supplies; monitors and approves expenditures; implements mid-year adjustments.

Coordinates department activities with those of other departments and outside agencies and organizations.

Performs related duties as required.

QUALIFICATIONS:

Knowledge of:

Pertinent federal, state and county laws and regulations.

Contemporary principles of adult and juvenile probation services.

Principles and practices of Juvenile Hall operations.

Judicial processes in juvenile, criminal and civil court proceedings.

Principles and practices of family law.

Principles and practices of court proceedings related to family law.

Principles and practices of family counseling.

Principles and practices of traffic law.

Community resources to assist in crime and delinquency prevention and the treatment of probation clients.

Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.

Principles of supervision, training and performance evaluation.

Principles and practices of budget preparation and administration.

Modern office practices and technology, including the use of computers for data and word processing.

Ability to:

Understand, interpret and apply pertinent laws, policies, rules and regulations.

Plan, implement and maintain effective adult and juvenile probation programs and institutional care.

Evaluate child custody plans.

Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.

Gain cooperation through discussion and persuasion.

Select, supervise, train and evaluate the work of staff.

Prepare and administer a budget.

Establish and maintain cooperative working relationships with those contacted during the course of work.

Communicate clearly and concisely, both orally and in writing.

Maintain records and prepare required reports.

EXPERIENCE AND TRAINING GUIDELINES:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of professional probation experience, including broad and extensive supervisory experience.

Training:

Bachelor’s degree from an accredited college or university with major course work in social welfare, probation, corrections, behavioral sciences, law or public management, supplemented by specialized training in public administration.

LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, a valid California driver’s license.

Possession of, or ability to obtain, STC Administrators Core Course Certificate (183, Title 15 CCR).

Possession of a Penal Code Section 832 certificate.

Classification Code:	0186980
Bargaining Unit:	04
FLSA Status:	N
Workers’ Compensation Code:	8810
Pay Table:	CNTY
Range:	458