

APPLICATIONS BEING ACCEPTED

SUMMIT COUNTY COURT OF COMMON PLEAS GENERAL DIVISION

POSITION: Assistant Chief Probation Officer
Summit County Adult Probation Department

CLASSIFICATION/
SALARY RANGE: Classified/Exempt
\$63,502.40 - \$90,147.20

DURATION OF EMPLOYMENT: Full-time employment following successful
completion of 180-day probationary period

JOB DESCRIPTION AND
QUALIFICATIONS: SEE ATTACHMENT

PRE-EMPLOYMENT
TESTING REQUIREMENTS: Criminal Background Check; Pre-Employment
Drug and Alcohol Testing

APPLICATION: Interested candidates should submit a cover
letter, resume and a list of references via email
in word/pdf format to:
hr@cpcourt.summitoh.net

POSTING DATE: Posting open until position filled. First
consideration given to applications received by
June 29, 2021 and qualifications.

AN EQUAL OPPORTUNITY EMPLOYER

CLASSIFICATION SPECIFICATION

SUMMIT COUNTY COMMON PLEAS COURT
An Equal Opportunity Employer

POSITION TITLE:	Assistant Chief Probation Officer	GRADE:	35
DEPARTMENT:	Adult Probation Department General Division	CLASSIFICATION:	Exempt Classified
REPORTS TO:	Director of Offender Services	PAGE:	1 of 4

POSITION SUMMARY:

The Assistant Chief Probation Officer assists the Director of Offender Services in the administration of the Summit County Adult Probation Department consistent with state and local laws and statutes. This position requires in-depth knowledge of the criminal justice system and an understanding of management and administration to effectively carry out the Department's mission. The Assistant Chief Probation Officer provides supportive, inclusive, and effective leadership; contributes to the development, enhancement and operation of the Adult Probation Department as an evidence-based organization; participates in cross-functional/management teams to achieve the overall mission and vision; and is instrumental in the development and implementation of policies and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF THE POSITION:

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

1. Responsible for assisting the Director of Offender Services (DOS) with managing daily operations of the department and to ensure operations are consistent with department objectives and priorities. Assumes the duties of the Director of Offender Services in his/her absence.
2. Provides strong leadership to fully implement the Vision, Mission and Core Values of the Probation Department.
3. Assists the DOS in developing, implementing, and evaluating programs and processes to effectively reduce recidivism.
4. Support and assist staff with decision making related to the supervision of offenders.
5. Encourages ideas and input, develops short- and long-term goals in collaboration with members of the leadership team and staff work groups.
6. As a representative of the Department, establishes collaborative, long-term relationships with judges, court administration, groups, and agencies, at the local, state and national level.
7. Works with Director of Offender Services to ensure an effective and efficient work environment that promotes high productivity and the mission of the Court.
8. Continuously analyze and evaluate the department structure, workflow, policies, and procedures, and develop suggestions for revisions as needed.
9. Supports, implements and ensures consistent implementation of all policies, procedures, and practices.
10. Develops effective lines of communication with all staff and stakeholders.
11. Develops and maintains a measurable continuous quality improvement plan to ensure adherence with evidence-based practices.

Date Adopted:

Date Revised: 06/06/2018

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12. Builds and motivates a strong supportive and productive team environment.
13. Ensures departmental compliance with grant requirements.
14. Oversees program agreements and contracts, assists in purchasing decisions, and is the liaison with vendors.
15. Addresses personnel concerns and provides assistance with management and accountability of personnel functions associated with hiring, training, performance management, delegating work, work product, and corrective action/disciplinary matters as necessary.
16. Ensures staff development of the core competencies and coordinates and participates in employee training.
17. Evaluates employee performance, recognizes employee achievements, mentors staff for professional development.
18. Maintains confidentiality of department information.
19. Performs other related duties as required.

QUALIFICATION STANDARDS:

Any combination of training, work experience, or equivalent, that indicates possession of the skills, knowledge, and abilities listed below. An example of an acceptable qualification for this position is:

Education & Related Work Experience: Bachelor's degree from an accredited college or university in corrections, sociology, criminology, criminal justice, public administration, social services or closely related field; plus a minimum of five (5) years of experience as a probation or parole officer; with experience supervising other probation or parole officers and significant management and administrative responsibilities, including budget preparation and human resources. Possession of a valid Ohio Driver's License and liability car insurance.

Knowledge, Skills, & Abilities: Ability to make recommendations and decisions in order to meet the Court's objectives (e.g., analyzing a problem in order to identify solutions, knowing how to obtain funding).

Ability to facilitate the implementation and acceptance of change within the workplace; encourage others to seek opportunities for different and innovative approaches to addressing problems and opportunities.

Ability to learn and implement evidence-based practices in the field of community corrections.

Ability to function in a managerial capacity for a division or organizational unit. Includes the

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ability to make decisions on procedural and technical levels.

Ability to make sound, well-informed, and objective decisions in a timely manner; compare data, information, and input from a variety of sources to draw conclusions; take action that is consistent with available facts, constraints, and probable consequences. Applies both rational and creative processes to identify unknown root causes of problems. Based on the situation, decides the best course of action, implements the solution, and follows-up to see how it's working. Calculates and evaluates the long-term consequences of a decision.

Ability to apply principles of influence systems, such as motivation, incentive, and leadership, and to exercise independent judgment to apply facts and principles for developing approaches and techniques to resolve problems.

Ability to accept responsibility for the effective planning, direction and control of an activity.

Knowledge of grant preparation and writing.

Work effectively in a team environment to accomplish organizational goals.
Excellent written and verbal communication skills.

The qualifications listed above are guidelines. Alternative qualifications may be substituted if sufficient to perform the duties.

**Physical
Ability:**

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 enable individuals with disabilities to perform the essential functions.

The employee is regularly required to use hands and fingers to feel objects, tools or controls and to talk or hear. The employee frequently is required to sit.

The employee is occasionally requested to stand and/or walk and reach with hands. The employee must occasionally lift and/or move up to 10 pounds.

**Position
Type/Expected
Hours of
Work:**

This is a full-time position and regular hours of work and days are Monday through Friday 8:00 a.m. to 4:00 p.m.; however, this position may require some evening and weekend work.

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ACKNOWLEDGEMENT

I have read this job description and fully understand the requirements set forth herein. I will perform all requirements, duties and responsibilities as set forth and to the best of my abilities.

Assistant Chief Probation Officer

Date

Administrative Judge

Date