

# COUNTY OF GOGEBIC, MICHIGAN

## JOB OVERVIEW

**JOB TITLE:** Probation Supervisor/Officer

**DIVISION:** Gogebic County Courts

**FSLA:** Exempt

### **SUMMARY:**

Under the direction of the Trial Court Administrator, leads and manages pretrial and probation services provided by the District Court and Juvenile/Family Division of the Circuit Court. Conducts probation officer supervision duties. In addition to directly supervising probation/pre-trial staff, responsibilities include providing services to delinquent youth as County Juvenile Officer, adult probationers and sobriety court participants, making recommendations to the court and other administrative duties related to pretrial and probation services such as collections, grant writing, reporting, and developing and monitoring department budgets including the Child Care Fund.

## JOB DUTIES

### **PRIMARY DUTIES**

1. Supervises assigned probation staff; may include making recommendations during the hiring process, training staff, assigning work, evaluating work performance and initiating discipline. Assists in the improvement and implementation of policies and procedures. Processes timecards and vacation approval. Meets regularly with the Trial Court Administrator to discuss and resolve operational problems and issues.
2. Oversees and participates in the processing of probation cases and supervision of probationers. Assists staff with complex case problems. Provides backup for staff.
3. Prepares/monitors the Child Care Fund budget. Prepares/monitors the StateWard/ChargeBack documentation.
4. Performs probation supervision duties primarily in Juvenile Court but assists in District Court and Pretrial Release cases.
5. Coordinates with law enforcement regarding probation caseload.
6. Available during non-business hours to law enforcement for juvenile offender issues.
7. RDSS coordination/billing.
8. ICWA coordination
9. Writes and manages Title IVE Attorney Payment grant and other grants that relate to pretrial and/or probation services.
10. Coordination of jury trials and juror services with relevant stakeholders.

11. Supervises case processing activities. Assists with the proper custody maintenance, storage and disposal of court and probation records. Coordinates the resolution of case flow management problems with the Trial Court Administrator and judges.
12. Assists in compilation of court activity statistics and preparation of reports containing caseload, financial and related information.

*The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person. The judges may assign additional duties as needed.*

## **QUALIFICATIONS**

### **EDUCATION AND EXPERIENCE REQUIREMENTS**

Preferred Master's degree in social sciences, public administration, education, criminal justice, business or related fields. Required Bachelor's degree in the above fields with two years supervisory or casework experience with juveniles. The court, in its discretion, may consider an alternative combination of formal education and work experience.

### **CERTIFICATION AND LICENSES**

Must possess a valid state driver's license.

*An applicant must pass a background check, which may include fingerprints and a drug screen.*

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of general court procedures and protocols. Technical knowledge for connecting with other courts or prisons through the use of video recording technology. Ability to establish effective working relationships and use good judgment, resourcefulness and initiative when dealing with the public, county officials, elected officials and other governmental units. Ability to assess situations, solve problems, work effectively under stress, within deadlines and in emergency situations. Skill in using office equipment and technology, and county, court and state software databases. Ability to guide and supervise others. Ability to conduct work or attend meetings at times other than normal business hours.

## **PHYSICAL DEMANDS / WORK ENVIRONMENT**

### **PHYSICAL REQUIREMENTS**

While performing the duties of this job, the employee is regularly required to communicate in person and by telephone, read regular and small print, view and produce written and electronic documents and enter data on a computer keyboard with repetitive keystrokes. The employee must be mobile in an office setting with ability to stand, sit, stoop and kneel, use hands to finger, handle or feel and reach with hands and arms. The employee must lift or push/pull objects of up to 15 lbs. without assistance.

## **POTENTIAL ENVIRONMENTAL CONDITIONS/HAZARDS**

The typical work environment of this job is a business office setting where the noise level is quiet and sometimes moderate. A potential for violence/physical altercations exists.

*Gogebic County is an equal opportunity/affirmative action employer committed to achieving excellence and strength through diversity. The County seeks a wide range of applicants for its positions so that one of our core values, a qualified and diverse workforce, will be affirmed. Americans with Disabilities Act (ADA) compliance requires the County to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.*