

**Medina Municipal Court  
Chief Probation Officer**

**Salary Range \$58,718.40 to \$74,942.40**

**SUMMARY**

The Chief Probation Officer is responsible for the administration and management of the Court's Probation Department. The Chief Probation Officer responsibly plans, organizes, develops, coordinates, and directs all aspects of the Municipal Probation Department's operation, in accordance with all applicable federal, state and local standard, guidelines and regulations, and best management practices. The Chief Probation Officer directly supervises the Department's Probation Officers and support staff, and performs other functions assigned by the Judge. The Chief Probation Officer is required to understand, adhere to, enforce, and help develop Municipal Court policies and procedures.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following (other duties may be assigned):

1. Plan, develop, organize, implement, direct, monitor, and evaluate all Probation Department functions and Departmental staffing, equipment, and programming needs.
2. Develop, review, update, maintain, and enforce Probation Department and, as required, Court policies and procedures, including without limitation those governing personnel.
3. Assign and monitor all phases of the Probation Department's workload, delegate duties and other Department functions to responsible Department personnel, and provide Departmental leadership.
4. Provide direct services to offenders as needed including presentence investigations/reports and supervision appointments.
5. Establish and maintain evidence-based practices for the supervision and curricula for offenders, consistent with reducing recidivism and enhancing rehabilitation, and maintain accurate and complete records of all individuals on probation.
6. Monitor, manage, and propose Departmental budgets, expenses, and funding sources (e.g., the Probation Services Fund and other designated sources), develop grant application opportunities, and manage all grant application and reporting procedures.
7. Assist the Municipal Judge as directed, including without limitation in the development, management, and oversight of Specialized Docket programs.
8. Maintain confidentiality of all Court data as required by law.
9. Research and recommend to the Court appropriate procedures and programs to ensure effective probation program operation, with a goal of maintaining public safety and assisting offenders in complying with Court orders.
10. Maintain memberships and participation in relevant professional associations, currency in research-based community corrections innovations, and personal contacts in the local and Ohio corrections community.

11. Represent the Probation Department at local and state meetings and conferences.
12. Prepare Annual Probation Report.
13. Foster and maintain a professional and constructive Probation Department work environment.
14. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions, It is imperative that Chief Probation Officer is physically able to meet the physical demands of the job including, but not limited to, the ability to stand, sit or walk at least eight (8) hours per day, and the ability to push, pull, or lift at least thirty (30) pounds at any given time.

These statements are intended to describe the general nature and level of work being performed by individuals assigned this classification. They are not an exhaustive list of all duties to be performed. Other duties may be assigned.

### **SUPERVISORY RESPONSIBILITIES**

Directly responsible for the supervision, management, direction and development all staff employed or assigned to the Probation Department. May be required to work outside normal business hours including weekends, evenings and holidays. Supervisory responsibilities include the following, without limitation:

1. Schedule and conduct staff meetings, coordinate and approve staff requests for leave to ensure adequate coverage, and complete performance evaluations for assigned staff, no less than annually.
2. Coordinate and manage staff training, orientation for new employees, and assist in recruiting, selecting, and hiring competent staff.
3. Recognize, counsel, and/or discipline staff in accordance with Municipal Court Policy and Procedures, and report all such activity to the Court Manager.
4. Conduct case and case staffing reviews with Probation Officers for quality assurance.

### **KNOWLEDGE, QUALIFICATIONS, SKILLS and ABILITIES**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Alternative qualifications may be substituted if sufficient to perform the duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Interact with individuals comprising a variety of socioeconomic backgrounds.
2. Communicate effectively in writing or orally, in person or electronically, with co-workers, supervisors, and the general public.
3. Read and write reports, correspondence, and instructions.
4. Exercise good judgment in making decisions in accordance with laws, regulations, and policies.
5. Establish and maintain proactive working relationships with fellow employees, the general public, and persons on probation.

6. Provide administrative and professional leadership and direction to Department personnel.
7. Maintain accurate records and comprehends the necessity for confidentiality and will demonstrate regular and predictable attendance.
8. May be required to work outside normal business hours including, weekends, evenings and holidays.
9. Operate standard office equipment including but not limited to, personal computer, fax and copy machines, telephone and printers.

### **EDUCATION and/or EXPERIENCE**

A four year degree from and accredited college or university in criminal justice, the social sciences or a related field OR any four year degree coupled with extensive experience in the criminal justice/social work field. Extensive knowledge and skills deploying evidence-based practices with offenders; advanced computer skills, highly effective inter-personal communications skills and strong organizational skills. *Master's Degree and administrative experience preferred.*

### **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions of this position.

Qualified applicants may be required to submit to testing and provide writing samples. Proof of education and employment references will be required before final interview. Employment predicated upon successful completion of criminal record check and drug testing.

**Please submit cover letter and resume to: Court Manager at [mmc@medinamunicipalcourt.org](mailto:mmc@medinamunicipalcourt.org)**