

The Ross County Court of Common Pleas General Division seeks to hire a **Chief Probation Officer/CCA Director**. Qualified candidates should **submit a current resume and cover letter** by email to dionnaorr@rosscountyoohiocourts.gov by **4:00 p.m. on Friday, June 17, 2022**.

Duties: Responsible for providing differing forms of community supervision for offenders referred from the Ross County Common Pleas Court. Serves as the programmatic and fiscal director of all locally funded components of the Ross County Probation Department; serves as the programmatic and fiscal director of all CCA grant funded projects; interviews, hires, trains, disciplines and evaluates performance of all staff in accordance with all applicable employment laws and Ross County Policy and Procedure; supervises line staff to ensure the implementation of local policy and procedure and any relevant grant guidelines; develops and revises policy and procedure to maintain compliance with federal, state and local law and relevant grant guidelines; revises conditions of supervision as needed to maintain compliance with local judicial philosophy, relevant laws and grant guidelines; oversee all records retention, including electronic, of the Ross County Probation Department; continues current CCA grant funding and responsible for new grant proposals related to the effective treatment and supervision of local offenders; prepares quarterly and annual fiscal reports as needed; prepares for fiscal and programmatic audits and responsible for implementation of any/all recommended actions as a result of fiscal and/or programmatic audit.

Collaborates with local criminal justice agencies, treatment agencies and service providers through participation in the Ross County Local Corrections Planning Board, and other local committees as needed; collaborates with federal and state criminal justice agencies to serve the needs of the local criminal justice system. Involved in the direct delivery of client services.

Maintains a working and current knowledge of probation principles, legal and ethical issues related to probation, and evidence based practices related to offender rehabilitation; attends conferences and training sessions; operates personal computer in order to input &/or verify information about offenders; maintains local data related to offender assessment, termination data, and successful terminations to assist in making data driven local decisions regarding programming and funding; conducts staff meetings; develops & maintains public relations with community agencies & citizen groups through speaking engagements & membership on community councils & committees; and any other duties as assigned by the appointing authority.

Major Worker Characteristics: Knowledge of probation; social or behavioral science or criminal justice; investigative techniques; interviewing; report writing; public relations. Ability to apply principles to solve practical problems & deal with a variety of variables in somewhat unfamiliar context; interview offenders and draw conclusions; gather, collate & classify information about people, data & things; prepare and maintain accurate records & reports; cooperate with government officials at the federal, state and local level; maintain a positive working relationship with local department heads; handle sensitive interpersonal relationships; deal with uncooperative/hostile offenders, family & friends; deliver presentations.

Knowledge of offender risk assessments, case planning, evidence based practices relating to

probation and behavior modification techniques; ability to apply this knowledge to assist offenders in lowering the likelihood of future criminality.

Ability to prepare, revise and modify annual budgets for submission to federal, state and local funding authorities; ability to forecast expected revenues and expenses; ability to interview, hire, train and discipline subordinate staff.

Ability to use standard office equipment such as personal computer, fax machine, scanner etc.; knowledge of and familiarity with basic computer operating systems, word processing software, databases, spreadsheets, internet and email software.

Minimum Qualifications: Bachelor's degree in criminal justice or social science field or a minimum of five years full-time experience working with offenders, no legal prohibition against carrying a firearm, valid driver's license, and successful completion of background investigation.

Unusual Working Conditions: Requires travel; may be assigned to high crime areas &/or institutional settings; exposed to risk of violence, communicable diseases, vicious animals, unpleasant living conditions & other unpleasant environmental hazards; must provide own transportation; may be on call after hours and shall be required to respond; may monitor, collect & transport urine samples for substance abuse testing; may be required to carry & maintain proficiency in firearms.

Compensation & Benefits: Pay will be based on experience and abilities. Excellent benefit package available, including Public Employee Retirement System.