



LAWRENCE COUNTY ADULT PROBATION AND PAROLE OFFICE

Job Posting

(Start Date to be Determined)

JOB TITLE: Deputy Chief Adult Probation Officer

Position: Deputy Chief Adult Probation Officer
Department: 201 – Adult Probation
Exempt: Exempt/Non-Union

The **Deputy Chief Adult Probation and Parole Officer** (hereafter referred to as **Deputy Chief**) assists the Chief Probation and Parole Officer in the day-to-day management, operation, and function of the Lawrence County Adult Probation and Parole Office. This position assists the Chief Probation and Parole Officer in setting the direction, administration, and coordination of all office operations through delegation, managerial support, coaching/counseling staff, assigning workload, and evaluating performance of staff.

The **Deputy Chief** oversees and ensures the necessary duties to maintain the efficient operation of the office. The **Deputy Chief** may also be assigned to attend meetings on the Chief Probation's behalf and/or be given authority to act in making decisions.

The **Deputy Chief** may perform case management work involving responsibility for enforcing Court Orders and assuring the adult offender's compliance with conditions of sentencing, diversionary program participation, and parole. This includes prevention of further criminal acts and technical violations and assistance with and promotion of positive change for offenders returning to the community.

The **Deputy Chief** at all times acts in a manner consistent with, and aimed at furthering, the vision, mission, goals, and operating principles of the Lawrence County Court of Common Pleas' Adult Probation and Parole Office. The individual must possess the ability to work well with others without regard to their race, religion, color, sex, gender identity, sexual preference, ancestry, age, national origin, disability, marital or veteran status, economic, and educational backgrounds. It is understood that the **Deputy Chief's** work will be performed in a competent, timely, collaborative, and professional manner, and in strict accordance not only with all applicable laws, but also with the high standard of ethical behavior that is the hallmark of the Lawrence County Court of Common Pleas. This includes maintaining the confidentiality of information and documents and recognizing that all work produced is the property of the Adult Probation and Parole Office.

The **Deputy Chief** assists the Chief Probation Officer in ensuring that all units and staff are managed in a similar manner. The **Deputy Chief** is responsible for helping the Chief to integrate the entire staff operation into a high-performance organization and guiding its development as a learning organization. The **Deputy Chief** has responsibility for mentoring staff and is responsible for encouraging and modeling all aspects of customer driven service. The **Deputy Chief** assumes responsibility for cross-functional collaboration and problem solving.

The **Deputy Chief** displays the following leadership qualities:

- An enthusiastic dedication to innovative public service and to customer-driven service and personal growth
- The capability of describing and expressing, in public conversation as well as during one-on-one mentoring, the value of personal accountability for the success of colleagues and the Court of Common Pleas
- A clear grasp of essential performance behaviors and operational goals and an active, day-to-day desire and effort to learn more
- The ability to set expectations for staff performance and to ensure that these are reflected in job descriptions and evaluations
- The skills to coach and guide those under supervision to fully engage their talents in service to the mission and goals of the Adult Probation and Parole Office
- Self-motivation, ability to shift priorities to meet needs when unanticipated problems occur
- The capacity for vision and for developing a mental image of the ideal organization
- The capacity to create a sense of purpose, even in stressful times, and to generate and maintain a high level of morale
- The ability and willingness to assist others in reaching their potential
- The ability and willingness to work with others as a team player who feels a sense of responsibility not only for his/her own success, but for the success of colleagues as well as clients/offenders

Core Competencies (required knowledge, skills, and abilities—minimum qualifications needed to perform essential functions):

- Ability to communicate effectively orally and in writing
- Effective interpersonal skills, including the ability to present information effectively and respond to questions from the Court, County officials, colleagues, law enforcement and other criminal justice agencies, the media, the general public, and vendors
- Ability to establish and maintain effective working relationships with the Chief Probation Officer, Court of Common Pleas and County department heads and staff, as well as with external organizations and customers, such as government entities
- Ability to work within the Court of Common Pleas and Criminal Justice Advisory Board as part of the criminal justice team
- Ability to lead, motivate, and work closely with people of all skills and backgrounds
- Ability to read and interpret financial and statistical information as well as policies and procedures
- Knowledge of the policies and procedures of the Adult Probation and Parole Office
- Knowledge of Lawrence County Specialty Courts processes and protocols
- A general knowledge of drug and alcohol addiction
- Knowledge of current community resources and the process for accessing these resources
- Knowledge of basic computer skills and the ability to access and input data into the office case management system
- A courteous, patient, and professional demeanor, ability to work with other staff and offenders/clients in one-on-one and small group situations, and the ability to effectively present information and respond to questions
- Ability to drive to and from job site/building
- The ability to assist in setting expectations for staff performance with respect to data gathering, collaborative analysis, and reporting

The individual in this position must be able to perform satisfactorily each of the Essential Functions described below, must consistently demonstrate the ability to handle numerous tasks and responsibilities and the ability to anticipate and meet deadlines, and must have outstanding organizational skills and pay meticulous attention to detail. The individual must anticipate and respond promptly, in a professional manner, to internal and external customer requests. A professional demeanor and appearance are necessary. The ability to maintain confidentiality of information is required.

Administrative/Operational Essential Functions:

- Provides backup in the Chief's absence, temporarily acting in this capacity as assigned
- Assists the Chief in directing and supervising activities of all units, staff and office functions
- Acts as a representative of the Court and the department
- Provides backup as needed to perform supervisory and case management function
- Possesses knowledge and ability to perform supervisory and case management functions
- Assists the Chief in formulating, implementing, reviewing, and recommending all objectives, policies and procedures including workload balancing regarding the administration of the Adult Probation
- Recommends new and/or enhanced policies and procedures regarding the administration of the Adult Probation Office to the Chief, and implements them once approved
- Prepares information for use by the Chief in making decisions and establishing policies.
- Administers all policies and programs established by the Chief Probation Officer
- Monitors training compliance and informs staff of training requirements as indicated
- Acts as advisor to the Chief; anticipates actions and prepares appropriate paperwork
- Prepares short and long-term strategic objectives for consideration by the Chief
- Assists in drafting agendas for meetings
- Attends meetings and provides reports and information as requested
- Explains and clarifies the Adult Probation mission and helps employees embrace the mission
- Helps the Chief set expectations for staff performance and ensures that these are reflected in job descriptions and performance evaluations
- Generates and maintains a high level of morale
- Works as part of the Management Team to develop and implement training for new employees
- Researches, plans, and develops special projects and new programs
- Fosters effective communication
- Develops professional relationships with other entities to ensure open communication
- Promotes and perpetuates the professional service delivered by the Adult Probation Office at all times
- Helps develop new resources within the community in response to emergent client needs
- Assures that all laws are faithfully observed; this shall not be construed, however, as in addition to or in substitution of the enforcement responsibility of any other officer or employee of the Court and County
- Recruits, screens, and interviews prospective employees and internships and conducts or makes provision for employment and criminal record checks before employment is offered
- Assists the Chief in supervising all Adult Probation staff either directly or through delegation of authority to subordinates.
 - This includes recruitment, appointment, discipline, and termination for all employees
 - Participates in personnel actions affecting staff in conjunction with the Chief Probation

- Overseeing the new hire orientation process and mentoring of new staff and makes recommendations to the Chief for improvement, as needed
- Composes reports and correspondence
- Sets expectations for staff performance
- Delegates special projects to Adult Probation staff
- Assists the Chief in preparing an annual report of Adult Probation operations as requested
- Prepares and submits reports as required by the Chief
- Fosters effective communication
- Maintains knowledge and awareness of Probation and Parole laws, case laws and legislation affecting the department
- Conducts annual inventory of Evidence Locker
- Performs other duties as assigned by the Chief Probation Officer

Fiscal

- Assists the Chief in preparation and administration of the annual budget, with a long-term fiscal view, and reviews the budget for compliance with established budgetary policy
- Assists in keeping abreast of grant programs available from other government agencies and keeps the Chief informed as to the availability of these programs

Communication and Community Relations

- Assists the Chief in establishing and maintaining effective relationships by meeting and communicating with the Court of Common Pleas, the public, elected officials, county employees, governmental units, and non-governmental organizations, including the media as required
- Attends meetings with the Court of Common Pleas and County, and other government entities and committees, the Adult Probation and Parole Management Team and staff, and other meetings as required
- Represents the Court of Common Pleas and Chief in contacts with the federal, state, county, and local governments
- Promotes and implements an active community relations program; keeps the Chief informed concerning Adult Probation affairs
- Assists the Chief in the study of complaints and suggestions received by the Adult Probation Office; helps assure that proper response is made and that the Chief is informed of such matters

Physical Essential Functions

The physical requirements of the job include, but are not limited to, the following:

- Ability to walk, stand, sit, kneel, push, stoop, reach above the shoulder, grasp, pull, bend repeatedly, climb stairs
- Ability to sit for extended periods of time
- Ability to move about within the Courthouse and other County facilities to meet with offenders and access other staff and materials
- Adequate near and distance vision and depth perception, and ability to distinguish colors
- Ability to speak and hear clearly
- Ability to frequently communicate with co-workers, offenders, staff from other entities, and the general public to exchange accurate information in these situations
- Physical fitness adequate to physically subdue and restrain offenders; to detain, restrain, and handcuff both resisting and non-resisting offenders; to run short distances, search offenders

NOTE: The Court maintains the authority to hire, discharge and supervise all employees appointed by the Court. The Court retains the right to change this job description, without notice, as job requirements or legislative/rule changes demand.

- Ability to handle and use office implements and equipment frequently
- Manual dexterity (i.e., use of fingers, hands, and arms)
- Ability to regularly lift, move, and/or carry up to 30 pounds on a consistent basis, and on occasion up to 40 pounds
- Ability to drive automotive equipment frequently to other locations within and, as necessary, outside of Lawrence County.
- Ability to withstand exposure to weather occasionally
- Willingness/ability to work with offenders who carry or who may carry infectious diseases, such as active hepatitis or HIV

Education, Experience and Training

- Bachelor's degree in criminology, criminal justice, social work, sociology, psychology, or related field degree from an accredited college or university required
- A minimum of three years' experience in and working knowledge of courts, corrections, and/or law enforcement, as well as county, state, and federal government, and ability to understand the interrelationship of these various levels of government
- Knowledge of defensive tactics and firearms safety; firearms certification preferred
- Valid Pennsylvania driver's license

Job Location (Places where job is performed)

Lawrence County Courthouse and locations throughout the county and surrounding communities

Equipment (Examples of devices, tools, etc., used in job performance)

Computer, fax, calculator, copier, telephone, cell phone, portable radio, camera, vehicle, two-way mobile radio, diagnostic equipment, handcuffs, leg irons, OC pepper spray, electronic monitoring equipment and firearms

It is the policy of the County of Lawrence not to discriminate against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training, or other terms, conditions, and privileges of employment.

Additionally, the Americans with Disabilities Act (ADA) requires employers to reasonably accommodate qualified individuals with disabilities. It is the policy of the County of Lawrence to comply with all Federal, state, and local laws concerning the employment of persons with disabilities so long as not to cause undue hardship to the County of Lawrence or facility to which employed. An individual who performs the essential job functions of the job with reasonable accommodation, without undue hardship, will be given the same consideration for that position as any other employee or applicant.