



LAWRENCE COUNTY ADULT PROBATION AND PAROLE OFFICE

Job Posting

(Start Date to be Determined)

JOB TITLE: Supervisor (Treatment Court Coordinator)

Position: Supervisor Adult Probation
Treatment Court Coordinator

Department: 201 – Adult Probation

Status: Exempt/Non-Union

Salary: \$55,000.00

referred to as **Supervisor**) that coordinates and provides direction to the Treatment Court Team as well as supervises other officers and staff in the Adult Probation Office. The **Supervisor** provides backup for the Chief other Supervisors and has administrative duties associated with supervision and training of staff. These duties and responsibilities are carried out under the governance of the Chief Probation and Parole Officer. The **Supervisor** helps protect the public and community, enforces orders of court, and supervises offenders, who have been sentenced by the Lawrence County Court of Common Pleas, or transferred from another jurisdiction.

The **Supervisor** 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 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 **Supervisor**'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 Office.

The **Supervisor** ensures that all employees under his/her supervision are managed in a similar manner. The **Supervisor** is responsible for integrating the entire unit operation into a high performance entity and guiding its development as a learning organization. The **Supervisor** has responsibility for mentoring staff and is responsible for encouraging and modeling all aspects of customer driven service. The **Supervisor** assumes lead responsibility for cross-functional collaboration and problem solving within his/her unit and for patrolling the organizational boundaries for connections to other units.

The **Supervisor** 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, the 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
- Flexibility and the ability to respond to situations and tasks that fall outside of typical weekday work hours.

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, and the general public
- Ability to establish and maintain effective working relationships with the Court of Common Pleas and County 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 the Lawrence County Specialty Court 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 a 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 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:

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.

- Provides backup in the Chief's absence, temporarily acting in this capacity as assigned
- Directs and supervises activities of staff functions they supervise
- 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 Probation and Parole Officer; 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
- Assists in recruiting, screening, and interviewing prospective employees
- Supervises all employees in his/her unit directly and oversees other staff as needed; this includes discipline for all employees
- Participates in all personnel actions affecting his/her staff in conjunction with, and with the approval of the Chief
- 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
- Helps develop, disseminate, and implement best practices, based on suggestions from staff and others.
- 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
- Prepares unit reports, as requested by the Chief Probation
- Assists in developing unit staff understanding of all policies and procedures adopted by the Court of Common Pleas and the County
- 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
- Participates in the orientation and mentoring of new staff
- 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
- Composes reports and correspondence
- Performs other duties as assigned by the Chief Probation Officer

General Duties

- Coordinates and provides direction to the Treatment Court Team
- Supervises other officers/staff and caseloads directed by the Chief
- Coordinates on call as directed by the Chief
- Conducts drug and alcohol screening
- Exercises peace officer powers of arrest, search, and seizures

- Determines when modification of orders of court is appropriate and initiates action with the Court of Common Pleas
- Makes inter-agency contacts regarding offender supervision

Communication and Community Relations

- Establishes and maintains effective relationships by meeting and communicating with the other staff in the Adult Probation and Parole Office, Court of Common Pleas, the public, elected officials, county employees, governmental units, and non-governmental organizations
- 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
- Keeps the Chief Probation Officer informed concerning Adult Probation affairs
- Assists in the study of complaints and suggestions received by the Adult Probation and Parole Office and assures that proper response is made and that the Chief Probation and Parole Officer is informed of such matters
- Ensures that appropriate parties are advised in writing of all policies and procedures governing the internal operation of the Adult Probation and Parole Office

Physical Essential Functions

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

- Must pass a physical examination performed by a medical doctor
- 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 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
- Ability to safely operate weapons
- Ability to handle office implements 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 50 pounds
- A willingness to work with offenders who carry or may have active hepatitis, HIV, or other infectious diseases
- Ability to drive frequently to other locations within and outside of Lawrence County
- Ability to withstand exposure to weather occasionally

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 two 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 (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.