



**Title: Probation & Court Services Director**

**FLSA Status: Exempt**

**Department: Probation**

**Updated: 11/2022**

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### **General Definition of Work**

Performs complex work providing leadership and supervision of employees; managing operations, services, and programs within the probation department; planning, developing and implementing programs; coordinating and collaborating within the department to assure services are provided in an effective and efficient manner; providing direction in fulfilling the vision and goals of the department; protecting, serving and informing the citizens of Pope County by promoting successful adjustment and integration of the offender into the community through the restorative justice model, and related work as apparent or assigned. Work involves setting policies and goals under the direction of the County Administrator.

Supervision is exercised over all department personnel.

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### **Essential Functions**

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.*

- Prepares and formulates budget, direct control of expenditures, manages revenue streams and day to day deposits; applies for and coordinates all aspects of multiple grants obtained and managed by the probation department. Responsible for juvenile detention/
  - Supervision of the day-to-day operations of the department and employees; mentors and trains staff and completes audits and disciplinary action as needed; conducts annual performance evaluations with all staff
  - Supervises a caseload of offenders and manages all aspects of probation supervision with the caseload - to include, home, field visits, violation reports and court appearances as necessary.
  - System Administrator for various computer programs related to the operation of the probation department such as Court Services Tracing System and Statewide Supervision System to name a few.
  - Maintains active membership of various county, state and professional organizations, boards and committees, also, chairs the Pope County Safety Committee.
  - Stays up to date on current correctional services and participates in the develop of and implementation of policies and procedures to best serve our clients.
  - Prepares an annual report for the County Board regarding department information and accurate statistical data.
  - Maintains and gathers data on caseloads, activities and training accomplishments and requirements.
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### **Knowledge, Skills and Abilities**

Comprehensive knowledge of community structure and resources including political, economic, health and social systems capable of lending support to probation department; comprehensive knowledge of state law, court rules and professional standards in the field of corrections; comprehensive knowledge of community resources available to assist delinquency prevention, control programs, and in the rehabilitation of offenders; thorough knowledge of human development and normal and abnormal behavior; comprehensive knowledge of the criminal justice system; ability to perform logical, creative thinking and to make independent decisions; ability to handle controversy with diplomacy, firmness and tact; ability to demonstrate a practical understanding of government politics; ability to manage a caseload and make decisions; general skills in effective interviewing and counseling; general understanding of chemical dependency dynamics; ability to effectively communicate verbally and in writing; skills in assessing behavioral problems of offenders; ability to establish and maintain effective working relationships with judges, attorneys, law enforcement personnel, co-workers, clients and their families, other agency personnel, and the general public; general skills in effective public speaking.

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### **Minimum Qualifications**

Bachelor's degree and extensive experience, or a combination of equivalent education and experience.

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### **Special Qualifications**

Required within 2 years of hire:

Rule 25 Certificate.

Sex Offender Supervision Certificate.

LS/CMI Risk Assessment Certificate.

Cognitive Skills Trainer Certificate.

Various job related training required on an ongoing basis.

Probation Services Supervision internship completion upon hire.

Valid driver's license in the State of Minnesota.

**Working Conditions**

*The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.*

- Employees sit most of the time but may walk or stand for some periods of time.
- This classification seldom involves physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements; vocal communication is required for expressing ideas by means of the spoken word; and hearing is required to perceive information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Occasional
Up to 25	Seldom
Up to 50	Seldom
Up to 100	Seldom
100 or more	Seldom

Environmental Exposures	
Work near moving mechanical parts	Seldom
Work in high, precarious places	Seldom
Toxic or caustic chemicals	Seldom
Outdoor weather conditions	Occasional
Extreme Cold, non-weather	Seldom
Extreme Heat, non-weather	Seldom
Noise Level	Moderate

*The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.*