

Services Officer?(Post Release Supervision Navigation)

Job Post Deadline Date

Thursday, October 22, 2020

External Job Posting Date

October 8, 2020

Salary

\$4,607.18

Month

City of Job Vacancy

Lincoln

Services Officer?(Post Release Supervision Navigation)

District # Probation Administration

Location: Lincoln

This position assists in the coordination of programs and services delivered statewide through the Office of Probation Administration, Rehabilitative Services Division.

This includes work involving investigatory, supervision, rehabilitative, and service delivery for individuals under the purview of the court. Work at this level involves creativity and the ability to promote adherence to program and service standards. This position reports to the Deputy Probation Administrator for Programs and Services or designee who reviews work through reports and evaluation of operational results, however, the person in this position is expected to exercise initiative and judgment in the performance of assigned responsibilities. Performs other related duties as assigned.

Knowledge of Probation and Supreme Court policies and procedures. Proven ability at establishing and cultivating good working relationships with support staff, justice agencies, judges, Probation field officers and the general public. Knowledge of the judicial branch of government, the organizational structure of the Nebraska Probation System, and justice processing of probationers. Ability to analyze situations and develop recommendations, document information and prepare reports. Proven ability to adhere to principles of confidentiality regarding staff and case management issues. Working knowledge and understanding of general Probation services. Knowledge of quality assurance issues and how to implement quality initiatives. Ability to prepare accurate and concise reports regarding quality assurance district reviews. Proven ability to organize and manage personal time and office space as well as assessing need of and requisitioning equipment and supplies. Strong written and verbal skills and the ability to communicate clearly and concisely. Proven ability to engage in public speaking, develop staff training curriculums and deliver staff training. Proven ability to analyze written text and/or statistical data and draw conclusions on the basis of such material; identify problematic areas of concern and formulate recommendations regarding alternative courses of action or redirection.

MINIMUM QUALIFICATIONS: A Bachelor's degree in criminal justice or related field and at

least two years of prior probation or social behavior work.

PREFERRED QUALIFICATIONS: Supervisory experience and work experience in quality assurance, total quality management, or other evaluative techniques.

Hiring rate is \$4,607.18 per month.

The closing date is 10/22/20

Please visit <https://statejobs.nebraska.gov> to fill out the State application. The State of Nebraska complies with Nebraska's Veterans Preference Laws.
