

Job Title: CHIEF DEPUTY PROBATION OFFICER III

Grade 20 - NE

Location:

Major Duties:

Under limited supervision, this position is responsible for coordinating, directing, and supervising daily activities and employees within a district in excess of thirty (30) full-time employees as directed by the Chief Probation Officer. This position retains and exercises general probation officer duties and responsibilities, however, the position entails specifically assigned administrative tasks tailored to fit the needs of a particular district and/or the needs of the Chief Probation Officer. The work involves monitoring district and state policies and procedures, engaging in frequent consultation with the Chief Probation Officer regarding managerial issues, acting as the Chief Probation Officer's liaison, and temporarily assuming responsibility for the management of the district during the absence of the Chief Probation Officer. Perform related work as required.

Typical Examples of Work Performed: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Assume responsibility for the daily operation of the district in the absence of the Chief Probation Officer.

Plan, organize, assign, and direct the work activities of staff within a district or satellite office to facilitate the attainment of the district's work goals and to ensure consistent application of System/district policies, procedures, and guidelines.

Confer with and counsel staff to exchange information and/or explain System/district policies, procedures, and guidelines, and offer solutions to work-related problems.

Train staff within a district or satellite office in practices, policies and procedures associated with the supervision and investigation of offenders, and monitor their compliance with System standards.

Chief Deputy Probation Officer III (cont.):

Conduct presentence/predisposition reports and/or supervise an active caseload as per System standards.

Assist the Chief Probation Officer in the hiring of staff.

Assist the Chief Probation Officer in conducting employee performance evaluations.

Provide ongoing training for probation officers and clerical staff.

Assist the Chief Probation Officer in developing and implementing district policies and programs.

Represent the Chief Probation Officer at public meetings and give community presentations regarding the district and the Nebraska Probation System.

Sign employee time sheets, expense vouchers, mileage logs, approve comp time, and authorize payment of claims as directed by the Chief Probation Officer.

Assist the Chief Probation Officer in completing case file reviews.

Coordinate and/or conduct staff meetings as directed by the Chief Probation Officer.

Qualifications for the Job:

Meet basic requirements for selection as a Probation Officer Trainee and continue to meet the requirements of a Probation Officer.

Knowledge, skills and abilities required on the job:

Proven ability to cultivate a good working relationship with the court system and other criminal justice agencies.

Demonstrate ability to assume a leadership role; show loyalty to his/her supervisor(s) and be respected by subordinates.

Demonstrate expertise in all areas of Probation work.

Demonstrate a willingness to learn and perform administrative tasks.

Proven desire to grow professionally through in-service education, seminars, training programs, etc.

Excellent written and oral communication skills.

Chief Deputy Probation Officer III (cont.):

Working Conditions:

Some travel may be required.

Sitting behind a computer for extended periods of time.

Lifting heavy items may be required.

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Tiering Effective July 1, 2013