

**ALLEGAN COUNTY  
57TH DISTRICT COURT**

***JOB DESCRIPTION***

**JOB TITLE:** Chief Probation Officer  
**REPORTS TO:** District Court Administrator

**SUMMARY**

Super-vises and coordinates the activities of probation staff involved in conducting pre-sentence investigations, preparing pre-sentence reports, supervising probationers and providing clerical and secretarial support. Assists in developing and monitoring probation related policies, procedures, programs and budgets. Performs the duties of a Probation Officer on a regular basis.

**PRINCIPAL DUTIES AND RESPONSIBILITIES**

*(An \* denotes duties or responsibilities judged to be "essential job functions" in terms of the Americans With Disabilities Act ADA)*

- Supervises a staff of probation officers and clerical/secretarial support staff. Makes effective hiring recommendations, trains employees, assigns work, evaluates work performance and initiates discipline in accordance with court policy.\*
- Regularly performs the work of a Probation Officer, including all duties associated with conducting pre-sentence investigations, preparing pre-sentence reports and supervising probationers.\*

Reviews pre-sentence reports, substance abuse assessments, probation violation petitions, probation discharges and other case related documents and reports. Assists staff with case related problems providing advice regarding possible options and appropriate solutions.\*

Serves as liaison to law enforcement, counseling, treatment, state and community agencies to assist in developing substance abuse and mental health related services and programs for clients, coordinating the delivery of services, and to address case and service related issues and problems.\*

Prepares department budget requests and monitors approved budgets.\*

## **Chief Probation Officer (continued)**

Reviews statutes and court rules affecting the probation department and consults with the judges and Court Administrator regarding impact and alternatives. Implements approved policies and procedures to ensure compliance with applicable statutes and court rules.\*

Conducts meetings with department staff to discuss case supervision and case processing related problems and issues, explain and interpret court policies and procedures, and to discuss court and department activities.\*

Serves as the court's representative to area substance abuse, domestic assault, and other treatment and criminal justice related agencies. \*

Operates a computer terminal to access case information.\*

*The above statements are intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of all duties that may be performed by such a person.*

## **QUALIFICATIONS**

**Education:** Bachelors degree in psychology, criminal justice, social work, counseling or a closely related field.

**Experience:** Three to five years of progressively more responsible case super-vision experience, preferably in a district court or closely related area.

*The qualifications listed above are guidelines for selection purposes; alternative qualifications may be substituted if sufficient to perform the duties of the job.*

## **CERTIFICATION OR LICENSURE**

Valid Michigan driver's license.

Assessment Referral Management Specialist (ARMS), Fundamentals of Alcohol and Other Drug Problems (FAODP), or other approved assessment certification to perform alcohol assessments at time of hire or within the first six months of employment.

**Chief Probation Officer (continued)**

Date Approved: **5/5/00**

Revised:

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