



LEMHI COUNTY

Class Title: Probation Administrator

Purpose Of Class/Primary Function

The principal function of an employee in this class is to direct and administer the County's adult and juvenile probation program, determining case assignments, monitoring caseload progress and supervising personnel. The work includes performing preliminary and ongoing case management functions and preparing and processing support documentation for professional recommendations to the Court. This is a Department Head position where work is performed under the general direction of the Board of County Commissioners. The principal duties of this class are performed in a general office environment.

Essential Duties and Responsibilities

- Performs a variety of administrative, managerial, and supervisory duties directing the day-to-day and long-term operations and employees of the County Probation division, supervising juvenile offenders and adult misdemeanor offenders;
- Monitors work flow to ensure timely management of probation case load; evaluates efficiency and effectiveness of subordinate performance to maintain quality standards and minimize potential for liability; counsels employees as needed;
- Ensures Department compliance with state and County laws, statutes, codes, ordinances, standards, and guidelines;
- Supervises and evaluates the work of professional and administrative probation office staff;
- Develops and implements Department policies, procedures, goals, and priorities consistent with justice system practices and legal guidelines;
- Prepares department budget; oversees expenditures as needed to assure compliance with established fiscal constraints and limitations; makes recommendations for annual budget needs;
- Performs the duties of a probation officer; manages a client caseload; attends dispositions, meets with clients and instructs in probation obligations, regulations and practices; instructs in the completion of various forms; completes and maintains detailed documentation;
- Serves as Drug Court Probation Officer;
- Establishes and maintains liaison with the Lemhi County Commissioners;
- Directs the preparation of various client and program reports;
- Maintains Department records, logs, database, performance and activity reports, and documents, and prepares periodic reports;
- Administers grant application and program funding, including required reports and analysis;
- Coordinates Department activities with other County departments and agencies as well as state, regional, and community agencies, school districts, and advisory groups;
- Maintains various files to document written verification of client attendance at ordered at hearings, meetings, training, therapy, counseling, and classes;
- Attends various hearings and meetings, including Commissioner's meeting, juvenile administrator meetings and judge's meetings;

Other Duties and Responsibilities

- Conducts home and school visits as needed;
- Performs other related duties as required.

Expectations for All Employees

- Works well under pressure and maintains a calm and professional demeanor under stressful and adversarial conditions;
- Recognizes and analyzes a problem, identifies causes, creates possible solutions and constructs a logical path for resolution and implementation;
- Consistently demonstrates a positive and cooperative attitude when working with fellow employees to accomplish duties required of the department and the County;
- Keeps immediate supervisor and designated others fully and accurately informed concerning work progress, including present and potential work problems and suggestions for new or improved ways of addressing such problems;
- Performs time management and scheduling functions, meet deadlines, and set project priorities;
- Performs exceptional customer service, answering correspondence and responding to telephone calls and e-mails in a courteous and timely manner; prepares and generates reports as needed;
- Communicates and coordinates regularly with appropriate others to maximize the effectiveness and efficiency of interdepartmental operations and activities;
- Works cooperatively with all County departments and fills in or cross-trains with other positions as necessary;
- Performs all work duties and activities in accordance with County policies, procedures, and safety practices.

Competency Requirements

Knowledge of:

- Juvenile justice and adult probation systems, processes, procedures, and objectives;
- Employee supervisory, training, and evaluation methods and techniques;
- Municipal budget administration methods, techniques, and objectives;
- Idaho and County statutes, laws, codes, and regulations governing juvenile and adult arrest, detention, probation and parole;
- Criminal court practices, terminology, and procedures;
- County and Department programs, policies, procedures, and operations;
- Evaluation and treatment programs, social service agencies, and other community resources available to the Department;
- Interviewing, counseling, and investigative techniques applicable to case monitoring;
- Operation of standard office equipment, including a personal computer;
- Complex and technical filing systems related to the County probation case management;
- Interpersonal communications and public relations.

Ability to:

- Administer a County Department;
- Implement and administer an annual budget;
- Supervise, train, and evaluate employees;
- Implement state, County, and Department policies, procedures, and practices;
- Compile pertinent data and prepare clear, concise, and accurate reports;
- Conduct factual analysis of case information and field observations;
- Work independently and make independent decisions involving sensitive situations;
- Maintain strict confidentiality in all cases;
- Establish and maintain effective working relationships with attorneys, judges, elected officials, staff, other County employees and the public;

- Communicate information and ideas in speaking and writing so others will understand.
- Listen to and understand information and ideas presented through spoken words and sentences.
- Understand and follow oral and/or written policies, procedures and instructions.
- Exhibit courtesy, tact, and diplomacy with co-workers, elected and appointed officials, and the general public;
- Make sound and reasonable decisions in accordance with laws, ordinances, regulations, and established procedures;
- Maintain a professional demeanor during stressful situations; respond courteously to customer inquiries, which are sometimes controversial or adversarial;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Perform time management and scheduling functions, meet deadlines and set priorities;
- Operate standard office equipment and a personal computer using program applications appropriate to assigned duties;
- Demonstrate patience, integrity, ingenuity, and inventiveness in the performance of assigned tasks.

Acceptable Experience and Training

- High school diploma or GED equivalency is required; Knowledge or training in a similar field is preferred; and
- Five (5) years work experience performing similar duties is required, with at least two years in a supervisory capacity; and
- POST certification as Juvenile Probation Officer is required; and
- POST certification as a Misdemeanor Adult Probation Officer may be required; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform the duties and responsibilities of the classification.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to communicate effectively;
- Sufficient vision or other powers of observation, with or without reasonable accommodation, which permits the employee to supervise and observe subordinate staff and to prepare, process and maintain various court ordered documents and reports and monitor client compliance;
- Sufficient manual dexterity with or without reasonable accommodation, which permits the employee to operate computer equipment and other office equipment;
- Sufficient personal mobility and physical reflexes, with or without reasonable accommodation, which permits the employee to work in an office setting and travel to various sites for client contact or compliance. The employee may occasionally be exposed to agitated/aggressive people where physical restraint is necessary.