



Cleveland Municipal Court Judicial Division-Job Posting

Job Title:	Probation Officer Supervisor	Salary Grade:	7
Department:	Probation	Salary Range:	\$50,213.00-\$60,255.00
Reports To:	Deputy Chief Probation Officer	Date Created:	April 2008
FLSA Status:	Exempt	Date Revised:	June 2013

SUMMARY

The Probation Officer Supervisor manages Probation Officers in the performance of their duties. This person works frequently with judges, prosecutors, police officers, clerks, social agencies, employers and the public to accomplish departmental goals and support the Mission of the Court.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Supervise and assist Probation Officers in the development and implementation of case plans.
2. Read and critique sentencing investigation reports for content and accuracy.
3. Share with the Chief Probation Officer the responsibility for orderly conduct among employees and the prudent application of disciplinary measures intended to produce effective and efficient departmental operation in accordance with Personnel Practices Manual.
4. Interpret departmental policy and procedures to Probation Officers and provide direction.
5. Train assigned Probation Officers in all aspects of their job.
6. Evaluate Probation Officers' job performance and recommend any corrective action or commendations.
7. Monitor and assist with coordinating specialized programs within the Department and provide statistical reports as needed.
8. Proficient in the use of the computer case management system. Capable of reviewing information entered for accuracy and audit purposes.
9. Provide quality service that continuously improves, that meets or exceeds public expectations, and that ensures all are treated with courtesy, dignity, and respect.

The above statements are intended to describe the general nature and level of work being performed by individuals assigned this classification. They are not an exhaustive list of all duties to be performed. Other duties may be assigned.

SUPERVISORY RESPONSIBILITIES

This position is responsible for the supervision of Probation Officers.

KNOWLEDGE, QUALIFICATIONS, SKILLS and ABILITIES

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Alternative qualifications may be submitted if sufficient to perform the duties. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Professional manner in dealing with others, including maintaining constructive working relationships.
2. Ability to exercise good judgment, tact and diplomacy.
3. Strong verbal and written communication skills.
4. Ability to organize and prioritize duties.
5. Demonstrated flexible and efficient time management, including ability to successfully prioritize workload to meet deadlines.
6. Ability to effectively manage and guide the work of subordinates in meeting departmental and organizational goals.
7. Must have good computer skills.

EDUCATION and/or EXPERIENCE

Bachelor's degree preferably in Psychology, Sociology, or a related field required. Five years experience as a Probation Officer required.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires community visits to agencies providing services to offenders and to residences of offenders. This position may involve controlled exposure to intoxicated, belligerent, or potentially violent offenders in court or a community agency environment.

COURT EXPECTATIONS of EMPLOYEE

In accomplishing the responsibilities of this position, the Court expects that the employee will adhere to the mission and values of the Court as well as all Court policies and procedures. In addition, while carrying out the duties of this position, the employee is expected to model high ethical conduct on and off the job, and exhibit a professional and respectful demeanor with all Court employees.

Qualified applicants will be required to submit to testing and may be required to provide writing samples. Proof of education and employment references will be required before final interview. Employment predicated upon successful completion of criminal record check, drug testing, and 180-day work testing period.

APPLICATION PROCEDURE:

Thank you for your interest in a career with Cleveland Municipal Court Judicial Division.

- To apply, visit: www.governmentjobs.com/careers/cleveland.
- Only qualified applicants will be contacted to move forward in the interview process.

Equal Opportunity Employer – Smoke-free and Drug-free Workplace