



Probation Director

Agency: Pine County Probation Department

FLSA Status: *Exempt*

General Definition of Work:

Performs complex professional work overseeing the delivery of juvenile and adult probation, pretrial, investigative and assessment services to the Pine County District Court. Establishes goals, objectives, priorities, and policies within the policy directives set by the County Administrator, Court Judges, and operates in accordance with applicable Minnesota statutes, Minnesota Rules of Court Procedures and various regulations of the Minnesota Department of Corrections. The position is considered an "at will" Pine County employee serving at the pleasure of the Court as defined by Minnesota Statute 244.19, and is required to comply with the following expectations:

- Be prepared and on time for court hearings.
- Be honest and truthful in all dealings with the Court.
- Treats all court participants with courtesy and respect.
- Does not engage in discriminatory or harassing behavior.
- Remains law abiding.
- Avoids conflicts of interest or the appearance of conflicts of interest.
- Does not use or possess illegal drugs.
- Always Conducts himself/herself in a manner that will not bring discredit to the Court.

Supervision is exercised over employees of the department. Works under the direction of the County Administrator, Chambered Pine County District Court Judges and Various Tenth Judicial District Judges assigned to Pine County.

Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential function satisfactorily with or without reasonable accommodation. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Essential Functions

This job description indicates the normal type and level of work expected. Employee may be asked to perform other duties as apparent, assigned, or based on changes to the relevant laws and rules.

- Possesses the knowledge and ability to effectively manage a county public service department.
- Provides leadership and direction to the Probation Department by overseeing, managing and directing the work and work activities in alignment with the vision and directives of the County Board and County Administrator. Makes recommendations for hires, promotions and discipline; conducts ongoing feedback, coaching, mentoring, training and timely performance reviews.
- Develops and manages the annual Probation Department budget. Analyzes expenditures, including Department of Health & Human Services juvenile out-of-home placement budget, and manages grants/special funds.
- Identifies needs and goals of the Court and department. Develops and implements new programs and secures funding to better meet those needs.
- Attends court hearings as required.
- Provides management and oversight for all activities within the department including planning



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and organizing services to the court through probation services, counseling, treatment or detention.

- Coordinates probation services with Health and Human Services, County Attorney's Office, Sheriff's Office and Court Administration.
- Resolves disagreements between staff and clients.
- Assigns cases to staff and coordinates staff work schedules; reviews report and sentencing recommendations made by the staff; participates in case consultations; reviews staff files to ensure that supervision standards are being met.
- Available to staff, law enforcement, dispatch and jail staff twenty-four (24) hours per day, seven (7) days per week.
- Researches and maintains a current working knowledge of State statutes, policies, procedures, professional principals and guidelines to effectively administer the department; oversee data practices and record retention procedures.
- Responsible for communications that maintain relationships key to the function of the County; acts as spokesperson for department with other departments and in the community. Serves on a variety of advisory boards/groups, task forces, collaboratives, user groups and committees; represents the department as a member of Project R.I.S.E. Responds to and resolves issues and complaints from the public.

Knowledge, Skills and Abilities

Extensive familiarity with Minnesota statutes, rules of Juvenile Court and Criminal Court procedures, probation casework procedures and professional standards. Possess an awareness of current Evidence Based Practices in the corrections area and the skills to implement them in the department; comprehensive knowledge of the operating rules and procedures in the judicial sector; knowledge of the state regulatory framework that affects probation services and the juvenile secured residential facility; skill in developing written presentations, making oral presentations, listening, interpersonal relations, mediation and negotiation; ability to develop and maintain effective working relationships with officials, associates, community agencies, various community officials and the public. Ability to work independently and make decisions objectively and within the framework of State statutes and county policies, exercise good judgement, meet deadlines; gather information required for various data requests; effectively organize, direct and coordinate activities of subordinates. Possesses the ability to plan and execute effective in-service training and staff development programs; develop and/or locate programs and grants which meet the needs of the Court and the community; operate computers and all other job-related equipment; utilize strong analytical and mathematical skills.

Education and Experience

Minimum Requirements: Bachelor of Arts in Criminal Justice or a related field. Department of Corrections Classification of at least Career Agent with eight (8) years of experience, or equivalent combination of education and experience.

Preferred Qualifications

Master's Degree

Physical Requirements

The physical demands described here are representative of those that must be met by an employee to



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successfully perform the essential functions of this job.

This work requires the occasional exertion of up to 25 pounds of force. While performing the duties of this job, the employee is regularly required to sit, reach with hands and arms, stand, walk, talk or hear and use hands to finger, handle, feel or operate objects; repetitive motions. Work has standard vision requirements. Vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly. Hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound. Work requires preparing and analyzing written or computer data.

Work is performed primarily in an office environment and in and around courtroom settings. The level of noise in the work environment is usually moderately quiet. Regular local travel and occasional overnight travel is required to conduct field contacts in the community. This would include offender's homes, places of employment and schools. The employee must be able to control an individual with the possible use of force and defensive tactics including handcuffing and the use of chemical agents. There is exposure to evidence of trauma, violence, and disturbing crimes. The job involves dealing with and calming individuals who are emotionally charged over an issue and/or potentially violent. There is frequent public contact, some of which is with individuals who may be volatile. The operation of motor vehicles or equipment and observing general surroundings and activities is required. Employee is occasionally required to drive or work in adverse weather conditions. There is frequent attention to detail and deadlines.