



Supervisor

Agency: Pine County Probation Department

FLSA Status: *Exempt*

General Definition of Work:

Performs difficult professional work assisting the Probation Director in managing the functions of the department to ensure proper delivery of programs and services to staff, Court, clients and the community. This position is considered an "at will" Pine County employee, working under the general direction of the Probation Director and serves 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 the Corrections Agents.

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. The employee may be asked to perform other duties as apparent, assigned, or based on changes to the relevant laws and rules.

- Develops and enforces departmental operating policies and procedures to accomplish goals and objectives.
- Provides supervision and leadership to department personnel. Makes recommendations on matters of hiring and discipline; conducts ongoing feedback, coaching and mentoring, and timely staff performance review input. Provides training and work direction; ensures staff knows and follows department and County rules, as well as sound work and safety practices to accomplish the job objectives and avoid injury or loss.
- Monitors departmental policy compliance as they pertain to the Department of Corrections, Pine County Probation Department, Pine County Personnel Policies, and Tenth (10th) Judicial District Court Services Personnel Guidelines (4/7/2011).
- Assists with budget preparation and analysis of expenditures.
- Assures that accurate and timely reports are submitted to the Court including appropriate documentation of expenses, incomes and statistical data.
- Identifies probation needs within the county and recommends solutions to address those needs.
- Maintains comprehensive knowledge of correctional philosophies, legislation, criminal justice standards, and local service providers to be informed of changes and procedures regarding the field of corrections and prevention.



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- Maintains comprehensive knowledge of laws concerning juveniles and adults and can apply these laws while performing job duties.
- Coordinates probation services with Health and Human Services Department, County Attorney's Office, Sheriff's Office and Court Administration.
- Consults with team members on assessment of client's needs; the development of probation plans for clients and workload management. Provides intake service for new clients or referrals and reviews client files to monitor conditions.
- Supervises offenders in the community who have been placed on probation and trains staff on probation procedures while maintaining public and personal safety.
- Completes Pre-Sentence Investigations, Pre-Dispositional Studies, Social Histories, Youth Level of Service Inventory (YLS)/Level of Service/Case Management Inventory (LS/CMI) Risk Assessment, etc.
- Acts as a referral source for all juvenile delinquency cases; assists with certain adult cases.
- Develops case plans and enforces probation terms and conditions with appropriate and legal sanctions for violations.
- Secures placement for all juveniles before the Court as needed.
- Provides twenty-four (24) hour support to the County on all matters concerning clientele.
- Screens all cases considered for placement to be sure the requirements of current laws are met.
- Completes bail evaluations when required.
- Participates in or becomes a member of educational and/or professional groups representing the Probation Department or the Pine County District Court.
- Responsible for communications that maintain relationships key to the function of the County. Serves on a variety of advisory boards/groups, task forces, collaboratives, user groups and committees. Attends training that will benefit the profession and clientele served. Responds to and resolves issues and complaints from the public.
- Possess the ability to perform duties with minimum supervision within the framework of State statutes and County policies.

Knowledge, Skills and Abilities

Extensive familiarity with Minnesota statutes, rules of Juvenile Court and Criminal Court procedures, probation casework procedures and professional standards. Skilled in independent decision making, critical thinking, active listening, persuasion, conflict resolution, collaboration, effective interpersonal communication, creative problem solving, mediation and negotiation. The use of sound correctional judgement in making decisions is essential. Demonstrated ability to lead and build a successful team; instruct, direct, motivate and train co-workers. Ability to be sensitive to diversity; exercise compassion; establish and build relationships with clients, other agency professional representatives and the general public.

Skill in developing written presentations, making oral presentations, operation of computers and all other job-related equipment.

Ability to develop and maintain effective working relationships with officials, associates, community agencies, various community officials and the public; work independently and make decisions



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objectively and within the framework of State statutes and county policies.

Ability to provide supervision to offenders by having the knowledge of the rules of court procedures and enforcing the conditions of the Court and the conditions of a client's probation agreement. The overall goal of enhancing public safety and facilitating offender change through evidence-based and restorative practices is a must.

Education and Experience

Minimum Requirements: Bachelor of Arts in Corrections, Criminal Justice, Criminology, Counseling, Counseling Psychology, Social Work or a related field. Must have completed a full-time internship or volunteered (400 hours) with a county probation department, the Minnesota Department of Corrections as a correction agent or corrections security case worker. Three years of experience required or equivalent education and experience. Must possess a valid driver's license.

Preferred Qualifications

Master's Degree is preferred.

Physical Requirements

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.

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.