NEW 23 DEC 1984

OHIO CLASSIFICATION SPECIFICATION *Developed for Equal Opportunity*	CLASS TITLE: Chief Probation Officer	CODE: 01117
	MAJOR AGENCIES: Probation	JURISDICTION: County

FUNCTION: Under administrative direction from judge, plans & directs all activities & programs of county probation department & directly supervises one or more probation officers &/or lower-level supervisory & managerial personnel &/or students or volunteers who have all responsibilities of paid probation officers (i.e., depends upon county size & staffing), investigates background of current or previous criminal offenders & writes related reports &/or directs, assists &/or monitors activities/behavior of clients (i.e., in most complex, sensitive, involved or controversial cases), attends &/or testifies in court hearings, performs research, special investigations &/or court related activities, attends &/or conducts meetings, seminars or workshops &/or serves on committees, represents department in public relations, liaison activities &/or writes correspondence, plans & coordinates specialized services & monitors, assists &/or trains volunteers. PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	7-13	Plans & directs all activities & programs of county probation department (e.g., consults with area agencies in formulation & development of departmental &/or joint programs; arranges for security &/or maintenance of facilities; formulates, implements & enforces policies & procedures for department; interviews & assesses applicants recommended by supervisor & recommends final selection to court official; coordinates &/or conducts managerial research to formulate, revise &/or substantiate management tools; calculates, compiles & analyzes department statistics; develops & revises forms for department use; compiles & writes periodic reports reflecting department activities & operations; reviews correspondence &/or documentation & makes final department approval; prepares &/or directs preparation of department budget; establishes salary levels for staff; monitors expenditures; reviews, modifies & negotiates contracts for treatment programs, training sessions, consultant services, equipment &/or supplies).	Knowledge of (1) probation work methods & philosophies, (2) interviewing, (3) available community resources*, (4) public relations, (5) budgeting & financial accountability, (6) management, (7) departmental policies & procedures*; ability to (8) use statistical analysis, (9) define problems, collect data, establish facts & draw valid conclusions, (10) read & interpret variety of technical materials, (11) prepare &/or review meaningful, accurate & concise forms, reports & records concerning data, people or things, case histories & correspondence, (12) handle routine & sensitive telephone & face-to-face contacts & inquiries with public, law enforcement officials, judges, attorneys, community resource representatives & government officials, (13) coordinate & administer probation programs, (14) develop & write policy, (15) establish friendly atmosphere as department chief. *Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*	TRAINING & DEVELOPMENT
Requires travel; may be exposed to clients displaying erratic &/or combative behavior; on call 7 days per week, 24 hours per day.	Completion of undergraduate major core coursework in criminal justice/criminology, or social work or law enforcement or behavioral & social sciences as required by technical school, university or four-year college & 18 mos. exp. as probation officer plus: 1000 hrs. training in probation methods & philosophies (or 12 mos. additional exp. as probation officer	May be required to obtain alcoholism counselor certificate or polygraph examiner certificate.

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FUNCTION: or students not having all duties of paid probation officers; may supervise clerical staff;

-PERFORMS RELATED DUTIES AS REQUIRED

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
2	21-27	Directly supervises one or more probation officers &/or lower-level supervisory or managerial personnel (e.g., assistant chief probation officer, probation officer supervisor) &/or students or volunteers who have all responsibilities of paid probation officers (i.e., depends upon county size & staffing) (e.g., assigns, reviews & monitors work, evaluates staff work performance, provides counseling & personal support to staff; coordinates & schedules testing for job applicants &/or incumbents; disciplines staff; trains staff in specific areas of expertise; approves/disapproves leave requests; allocates county automobiles to staff; records &/or approves travel requests &/or records; inventories, orders &/or stocks supplies & equipment; resolves intra-department conflicts, complaints or grievances).	Knowledge of 1, 2, 4, 5, 6, 7*, (16) behavioral & social sciences, (17) supervision, (18) counseling; skill in (19) use of firearm*; ability to 9, 10, 11, 12, 13, 15.
3	24-30	Investigates background of current or previous criminal offenders through reviewing court orders &/or pre-interview forms, interviewing criminal offenders, probationers &/or ex-probationers to obtain information for court reports, contacting &/or meeting with victims of criminal acts to exchange information regarding probationers &/or to write victim impact statement, contacting references to obtain or verify information, contacting &/or meeting with insurance companies &/or government agencies representatives to exchange information regarding damages & restitution, operating video display terminals to locate &/or verify criminal records, researching legal documentation such as police reports & criminal or traffic records to verify information regarding investigations, compiles information, writes investigative reports (e.g., post sentence, capias)	Knowledge of 1, 2, 3*, 4, 5, 7*, 16, 18, (20) social work, (21) alcohol & drug abuse & treatment, (22) legal process*, (23) law*; skill in 19*, (24) operation of video display terminal*, (25) use of urinalysis equipment*; ability to 9, 10, 11, 12, (26) cooperate with co-workers on group projects, (27) establish & maintain good rapport with clients & their families.

*Developed after employment

UNUSUAL WORKING CONDITIONS:	MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* working with juvenile or adult offenders slated for or granted probation; 600 hrs. training in budgeting & financial accountability (or 6 mos. exp. in assisting in or planning operational budgets & monitoring expenditures); 600 hrs. training in management (or 6 mos. exp. in probation pro-	TRAINING & DEVELOPMENT:

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
		& analyzes & assesses investigative information to formulate disposition recommendations (e.g., rules & conditions of probation bond amounts) for judges &/or assists in monitoring or monitors activities &/or behavior of assigned juvenile or adult clients (e.g., develops case plan for rehabilitation &/or treatment of clients & explains rules & conditions of probation with clients; develops &/or modifies payment plans of restitution, court costs, fines &/or child support for clients; collects & records restitution payments & reviews &/or maintains receipts for same; refers clients to social service agencies depending upon needs & assists in obtaining food, clothing &/or shelter; arranges work release employment or community service work & monitors work attendance; visits or calls work sites &/or homes; visits bars, night clubs &/or pool rooms; arrests &/or assists law enforcement officials in arrest of probation violators; escorts &/or transports prisoners or probationers; obtains urine samples from clients & sends to laboratory for testing or operates urinalysis machine to determine drug or alcohol content of clients; evaluates chemical dependency problems of clients & recommends treatment plans) & prepares & maintains records & reports related to caseload (i.e., in most complex, sensitive, involved or controversial cases).	
4	8-14	Recommends issuance or issues warrants for arrest of probation violators; attends court hearings to observe or testify or represent department; interprets court orders &/or preceedings for client; files legal documents against probationers; contacts &/or meets with attorneys &/or judges to discuss probation cases; investigates special situations (e.g., jail conditions, client response to law changes) for judge &/or home & family situations to recommend child custody & visitation rights in divorce settlement hearings; testifies at state	Knowledge of 1, 2, 3*, 4, 7*, 16, 18, 20, 22*, 23*; skill in 19*; ability to 9, 10, 11, 12, 26, 27.

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* gram planning & coordination or developing administrative policies & procedures); 300 hrs. training in supervision (or 3 mos. exp.); 300 hrs. training in alcohol & drug abuse & treatment (or 3 mos. exp.); 1 course in counseling (or 1 mo. exp.); 1 course in public relations (or 1

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		legislative committee or sub-committee hearings; acts as language interpreter among defendants, witnesses, judges & attorneys; performs bailiff or other court related duties; performs assignment commissioner duties (e.g., locates attorneys for defendants, schedules court time, supervises mailing of trial notices); reviews & interprets judicial cases regarding probation laws; researches & compares data (e.g., wages, procedures, insurance policies) for assignment & applicability for departments; reviews probation, management &/or legal resource materials (e.g., books, magazines).	
5	6-12	Attends &/or conducts meetings, seminars, workshops &/or serves on committees.	Knowledge of 1, 3*, 4, 5, 7*; ability to 9, 10, 11, 12, 26.
6	4-10	Represents department with general public, consultants, organizations, schools, government officials &/or probation, parole &/or prison representatives &/or media to maintain favorable public relations, to coordinate activities, to provide &/or exchange information, to explain program operations, to answer inquiries &/or to respond to complaints; contacts &/or meets with landlords, salespersons &/or maintenance service representatives to arrange for maintenance, purchases &/or solution to probation department building problems; writes correspondence or prepares same for higher-level authorities; compiles & writes department newsletter.	Knowledge of 1, 4, 7*, 16, 20, 22*, 23*; ability to 9, 10, 11, 12, 26, 27.

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*
mo. exp.); 1 course in interviewing (or 1 mo. exp.); or equivalent.

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RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
7	3-9	Plans & coordinates specialized service area of probation program such as alcoholism, volunteer, job training/placement, emergency loan (e.g., researches & investigates need for specialized service area & its applicability for probation department; develops & writes grant proposals to obtain authorization of funds for area; solicits financial assistance from community organizations & businesses; prepares budget &/or monitors expenses; develops & implements pilot project for new area; formulates policies, procedures, goals &/or objectives; promotes service area; compiles & calculates service area statistics & writes status reports; evaluates activities & effectiveness of service area through participant response, staff reaction & statistical analysis; assembles, updates & stores program records); develops training materials &/or conducts program-related training; teaches classes or seminars for clients; explains opportunities & services at probationer orientation sessions).	Knowledge of 1, 3*, 4, 5, 6, 7*, 16, 18, 20, 21; ability to 8, 9, 10, 11, 13.
8	3-9	Monitors, assists &/or trains volunteers or students not having all responsibilities of paid probation officers (e.g., recruits, screens, investigates background of &/or selects) volunteers &/or college interns; assesses skills, interests & assigns to probation staff; orients & trains; evaluates performance; disciplines &/or terminates; assists in performance of duties).	Knowledge of 1, 2, 4, 7*, 18, (28) functional supervision; ability to 9, 12, 13, (29) speak before technical & non-technical audiences.

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)*

TRAINING & DEVELOPMENT:

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