



COUNTY OF ERIE
POSITION ANNOUNCEMENT
AN EQUAL OPPORTUNITY EMPLOYER

POSTING DATE: OCTOBER 12, 2015

CLOSING DATE: OCTOBER 26, 2015

TITLE: DIRECTOR OF ADULT PROBATION

GRADE: M-III

**DEPARTMENT: ADULT PROBATION/
PAROLE**

BARGAINING UNIT: NON-BARGAINING

ENTRY RATE: \$24.37/HR \$47,522/YR

HOURS PER WEEK: 37.5

PROCEDURE TO APPLY: Please read the **County of Erie Job Application Procedures** before applying. Those wishing to apply for this position shall submit a County Employment Application and a Bid Form stating their qualifications to the Personnel Department at the Erie County Court House, Room 501, Erie, PA 16501. Apply Monday - Friday, 8:30 am - 4:00 pm.

APPLICATIONS AND BID FORMS CAN BE DOWNLOADED FROM THE INTERNET BY GOING TO THE ERIE COUNTY WEB SITE AT www.eriecountygov.org AND THEN CLICK ON JOB OPPORTUNITIES. COMPLETED FORMS CAN EITHER BE MAILED TO THE ABOVE ADDRESS OR FAXED TO 814-451-6484.

THE COUNTY OF ERIE IS AN EQUAL OPPORTUNITY EMPLOYER. MEN AND WOMEN OF ALL MINORITY AND NON-MINORITY GROUPS INCLUDING INDIVIDUALS WITH DISABILITIES ARE ENCOURAGED TO APPLY.

ALL NEW HIRES ARE SUBJECT TO A CRIMINAL BACKGROUND CHECK.

DEFINITION OF CLASS:

This is the chief probation officer. The Chief Probation Officer plans, organizes, and directs the program of a county probation and parole system with a large staff and varied and complex problems of administration and community interpretation. Work involves developing policies and procedures in accordance with law and court policies; planning rather extensive training programs for probation officers, and directing probation and parole supervision, and clerical work through supervisory staff. There may be an element of physical danger involved in working with probation and parole violators in some cases. The Chief administers the program with considerable independence, seeking clearance only in unusual situations. Work is performed under general supervision of the court, with periodic conferences held to discuss unusual situations and the work in general.

DUTIES AND RESPONSIBILITIES:

Directs the probation and parole supervision and clerical work through supervisory staff. Conducts a broad program of interpretation of program objectives and methods to assure the understanding and cooperation of agencies and the community. Plans and conducts in-service training activities. Directs, through clerical staff, the preparation and maintenance of records and reports. Evaluates program effectiveness and prepares reports on the status and progress of the work. Expedites maximum flow of information and cooperation between the court and probation system. Performs related work, as required. Required to be available for unscheduled work on a twenty-four hour, seven-day-a-week basis.

The above statements reflect the general details considered necessary to describe the principal functions of the job and shall not be considered as a detailed description of all the work requirements that may be inherent in the job.

KNOWLEDGE, SKILLS & ABILITIES:

Considerable knowledge of the principles and methods of administration and supervision. Considerable knowledge of casework principles and practices. Considerable knowledge of principles and methods of probation and parole investigation and supervision. Considerable knowledge of court policies and procedures. Considerable knowledge of current social, economic and health problems and resources, with special emphasis on factors relating to crime and delinquency. Considerable knowledge of modern principles of criminology and penology. Knowledge of individual and group behavior, with special emphasis on behavior deviations of persons who have been involved in delinquent or criminal activities. Knowledge of the principles and methods of program interpretation and in-service training. Ability to plan and supervise the work of others. Ability to establish and maintain effective working relationships with individuals, agencies, and the community. Ability to make decisions on cases independently and with mature judgment. Ability to make clear and pertinent statements orally and in writing.

MINIMUM REQUIREMENTS/QUALIFICATIONS:

Bachelor's degree from an accredited college or university in the behavioral sciences, social work, or a related human services field (master's degree preferred), and 7 years' experience in parole or other social work, including 5 years in a supervisory or administrative capacity.