JUVENILE PROBATION SUPERVISOR

To provide professional, supervisory, and administrative services in the Juvenile Justice System; and to interview, counsel, investigate and supervise juvenile offenders.

CLASSIFICATION DISTINCTIONS

This is the supervisory level class within the Juvenile Probation Counselor series. Employees within this class are distinguished from the Juvenile Probation Counselor by the performance of the full range of supervisory, administrative and program planning activities. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and are expected to exercise greater independent judgment and action.

Receives direction from the Juvenile Services Manager.

Exercises direct supervision over six to 12 professional, paraprofessional and clerical staff.

KEY OR TYPICAL TASKS AND RESPONSIBILITIES

- Plan, direct, coordinate, and review the work plan for Juvenile Services; meet with staff to identify and resolve problems; assign work activities; monitor work flow; review and evaluate work products, methods and procedure.

- Participate in the development and implementation of goals, objectives, policies, and priorities for juvenile services program; identify resource needs; recommend and implement policies and procedures.

- Assist in hiring; motivate and evaluate Juvenile Services personnel; provide or coordinate staff training; work with employees to correct deficiencies.

- Identify opportunities for improving service delivery methods and procedures; review with appropriate management staff; implement improvements.

- Provide input for the development and administration of the unit budget; forecast additional funds needed for staffing, equipment, materials, and supplies.

- Counsel juveniles and families in anticipation of demands relating to court processes; coordinate youth services with outside agencies and organizations. Visit special project sites.

- Maintain unit records and case files.

- Provide responsible staff assistance to the Juvenile Court Services Manager and Juvenile Court judges; prepare and present staff reports and other necessary correspondence.

- May perform duties of Probation Counselor, conduct and complete special projects, act as temporary unit supervisor or handle a variety of related tasks and duties as required for efficient running of the unit and department.

- May represent the unit or department on various boards and meetings.

- Respond to and resolve difficult and sensitive citizen inquiries and complaints.

- Perform related duties as assigned.

QUALIFICATIONS

Education and Experience:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in criminal justice, psychology, sociology, behavioral science or a related field. Four years of experience in correctional services.

Knowledge of operational characteristics, services and activities of a juvenile services program; principles and practices of budget preparation and administration; modern and complex principles and practices of juvenile services program development and administration; principles of supervision, training and performance evaluation; principles of human behavior and juvenile psychology; and pertinent Federal, State, and local laws, codes and regulations.

Ability to recommend and implement goals, objectives, and practices for providing effective and efficient juvenile services; analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals, research, analyze, and evaluate new service delivery methods, procedures and techniques; prepare clear and concise reports; select, supervise, train and evaluate staff; interpret and apply Federal, State and local policies, procedure, laws and regulations; communicate clearly and concisely, both orally and in writing; and establish and maintain effective working relationships with those contacted in the course of work including County and other government officials, community groups, and the general public.

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