



FRANKLIN COUNTY MUNICIPAL COURT

375 South High St.
Columbus, Ohio 43215-4520
(614) 645-8214
Employment Opportunity

JOB TITLE:	Chief Probation Officer
DEPARTMENT:	Pretrial and Probation Services
REPORTS TO:	Court Administrator
PAY RANGE:	17
STARTING SALARY:	\$39.29 to \$55/hour (\$81,723.20 to \$114,400/year)
HOURS:	Full-time 8 a.m. to 5 p.m. Some evenings and weekends may be required.
FLSA STATUS:	Exempt
POSTED:	Jan. 4, 2022
DEADLINE:	Jan. 18, 2022

JOB PURPOSE AND OVERVIEW

The Franklin County Municipal Court is one of the largest and busiest municipal courts in Ohio. The court has 14 judges in its general division and one judge in its environmental division. Judges preside over civil, criminal and traffic cases, and conduct both jury and nonjury trials.

The pretrial and probation services department consists of approximately 100 employees. The mission of pretrial services is to promote community safety through research-informed recommendations and supervision services that maximize court appearance, remove barriers for fair and efficient justice and promote harm reduction. The mission of probation services is to promote community safety by reducing recidivism, changing offender behavior and fostering accountability through the effective use of evidence-based practices.

Probation-officer functions include pretrial, investigation, assessment and supervision services. Supervision structures are determined by risk and need and include all types of cases that are referred by the judges of the court. The department also operates specialized caseloads including domestic violence, sexual offenses, gender specific, mental health and intellectual disabilities, and electronic monitoring. The department staff additionally provides specialized services to the court including behavioral-health assessment and community resource referrals, victim services, community service and in-house cognitive behavioral programming. The pretrial and probation department staff strives to stay current and relevant with the ongoing goal of being an evidence-based and data-driven organization.

The chief probation officer is responsible for overall operation of the department of pretrial and probation service, and provides leadership and direction to all employees of the department in fulfilling the mission of the court. The chief as a senior-level manager plans and directs the operations of the department, and manages department resources, including personnel, funding and equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The following duties are typical for this position but are not to be construed as exclusive or all-inclusive. Other job duties may be required or assigned.

- Plan, direct and evaluate all operations of the department to ensure compliance with applicable laws, rules and court policies
- Provide leadership, advice and instruction to department employees, and advice and counsel to judges on pretrial and probation-related matters
- Continually analyze and evaluate the department structure, workflow, policies and procedures, and develop revisions as needed
- Establish goals and priorities for the department, and plan, implement, manage and evaluate systems, programs and procedures to achieve those goals
- Develop or approve departmental guidelines, policies and procedures
- Lead or participate in the recruitment, screening, interviewing, hiring, training and disciplining of department employees
- Develop and implement orientation, training and continuous quality improvement programs for department employees
- Develop annual budgets and monitor department expenditures to operate within budget allocations, including funding streams from federal, state, county, city, court and probationers
- Provide short- and long-term strategic planning to enable the department to meet its goals and objectives
- In conjunction with the court's grants and special projects manager, manage and direct all department grant programs including the development and submission of grant proposals, creation of grant policies and procedures, and the preparation and submission of performance, fiscal and program reports
- Monitor and budget IDIAM/IDAT funds for applicable department programs and services
- Prepare requests for proposals for contracted services, facilitate the review and selection of winning bids, and coordinate with court administration to prepare appropriate contracts
- Review and approve invoices to facilitate payment for contracted services
- Review and upgrade job descriptions and make recommendations with respect to salary classifications of all positions within the department
- Investigate, review, commend, make recommendations or discipline staff members in accordance with the court's policies
- Seek, review and disseminate new case law and statutes pertaining to the criminal-justice field to department staff
- Attend conferences, seminars, local and state meetings and workshops for the purpose of maintaining advanced techniques in pretrial and probation administration and services
- Develop and maintain community support and collaboration of community partners through a variety of community activities and networks
- Serve as a representative of the department and the court to government entities and community agencies
- Attend meetings of department managers, and update the court administrator and managers on issues relating to the department
- Participate in the ongoing review, evaluation and revision of employee policies and procedures in all departments of the court
- Perform other duties and assist with projects as assigned by the court administrator
- May be assigned to other duties in other departments of the court if needed

QUALIFICATIONS AND REQUIREMENTS

- Bachelor's degree from an accredited college or university in corrections, sociology, social work, criminology, psychology or a closely related field
- Minimum of 10 years of experience as a probation or parole officer, five years of which included supervising other probation or parole officers, and significant management and administrative responsibilities
- Thorough, in-depth knowledge of the criminal justice system, courts, and probation-related theories, principles, laws, case law and operations
- Ability to initiate and establish new programs, and to work within a team effort with department supervisors and administrators to advance management objectives
- Ability to make critical decisions in order to meet the department's mission
- Ability to delegate responsibilities and tasks to subordinates to enhance efficiency and to provide an opportunity for staff development
- Knowledge of common office practices, procedures and equipment
- Proficiency in operating a personal computer and using, or being able to learn, Microsoft Office products including Word, Outlook and Excel
- Good time-management skills, highly organized and detail-oriented
- Ability to prioritize work, work independently without daily supervision, perform a variety of duties, and manage a variety of projects simultaneously in a high pressure atmosphere under sometimes severe time constraints
- Ability to effectively and professionally communicate verbally and in writing
- Pleasant personality, ability to interact and maintain effective working relationships with judges, other elected officials, employees, law-enforcement officers, lawyers and other conducting business with the court
- Conscious of and sensitive to the diversity within the court's jurisdiction, and ability to interact professionally with this diverse population of people from many different geographic, socioeconomic, religious, racial and ethnic backgrounds on a regular basis
- Professional appearance and demeanor appropriate for the position and expected of a representative of elected officials
- Demonstrated dependability, reliability and excellent attendance record
- Patience, objectivity, maturity, effectiveness under stress, initiative, adaptability, leadership and sound judgment

PREFERRED QUALIFICATIONS

- Master's degree from an accredited college or university in a relevant field
- Experience working as a probation officer or supervisor in a large, urban court
- Previous work experience in a midsize to large court that had a diverse bench and staff and that served a diverse population, or meaningful experience in another work environment that brought the applicant into frequent contact with a diverse population
- Direct experience working with or reporting to elected and high-level government officials; and CMP, CCE or Fellow or other applicable professional certifications

Additional consideration may be given to applicants who have the ability to speak and write Spanish or a language commonly used by people of Somalia for whom English is a second language or are proficient in American Sign Language.

BENEFITS

The Franklin County Municipal Court offers an excellent benefits package that includes health, prescription, vision, dental and life insurance; short-term disability; generous vacation, sick and personal leave; 11 paid holidays; longevity-service payments; sick-leave reciprocity; employee-assistance program; deferred-compensation program; tuition reimbursement; credit-union membership; supplemental benefits including accident and critical-illness insurance; and affordable legal and identity-theft-protection services.

All court employees are members of the Ohio Public Employees Retirement System, which provides retirement, disability and survivor benefits for public employees. All full-time employees contribute to OPERS by paying the required employee share, which is 10 percent of their salary. The court pays the required employer's share of 14 percent of an employee's salary. Court employees are members of OPERS and therefore do not have any Social Security taxes withheld from their paychecks.

APPLICATION PROCESS

The following application materials should be submitted via e-mail to CourtHR@fcmcclerk.com by the posted application deadline.

- Resume and cover letter describing with some specificity how the applicant's qualifications match those required for the position
- Completed Franklin County Municipal Court Judges' online employment application: <https://municipalcourt.franklincountyohio.gov/About/Employment/Employment-Opportunities>

Receipt of application materials via e-mail will be acknowledged. Applicants invited for interviews will be contacted directly by the court's human resources assistant. Candidate may be required as a part of the selection process to perform skills tests that could include exercises to test their writing ability, understanding of court systems, knowledge of legal terminology and procedures, and knowledge of the Franklin County Municipal Court. A candidate selected will be required to undergo a criminal-record check.

COURT EXPECTATIONS OF EMPLOYEE

The court expects the employee will adhere to all court policies, guidelines, practices and procedures in completing the duties and responsibilities of the position; act as a role model both inside and outside the court; perform duties as workload necessitates in a timely, accurate and thorough manner and be conscientious about meeting department productivity standards; and communicate regularly with supervisor about department issues.

AT-WILL EMPLOYMENT AND EQUAL-OPPORTUNITY EMPLOYER

Employees of the court are at-will employees and serve at the pleasure of the court; they are not in the classified civil-service system and are not members of bargaining units. The court is an equal-opportunity employer and does not discriminate on the basis of age, gender, religion, race, color, national origin, ancestry, sexual orientation, disability, military status or genetic information.