



Office of Human Resources  
Chief Probation Officer - CA3241

THIS IS A PUBLIC DOCUMENT

### General Statement of Duties

Administers and directs the operation of the Probation Division for the Denver County Court. The Chief Probation Officer reports directly to the Denver County Court (DCC) Presiding Judge.

### Distinguishing Characteristics

Administers and directs the operation of the Probation Division for the Denver County Court. The Chief Probation Officer reports directly to the Denver County Court (DCC) Presiding Judge.

### Essential Duties

Supervises and directs probation employees including Probation Supervisors, Probation Officers and other administrative staff for the division. Administers a probation department for the Denver County Court.

Plans, directs, manages, and evaluates all operations of the Department to ensure compliance with applicable laws, rules, and Court policies.

Provides leadership and guidance to the Department and contributing stakeholders.

Responsible for overall direction and supervision of a probation department. Responsible for developing/ implementing strategic decisions and final recommendations for the department or organizational unit or an organizational unit with multiple components.

Responsible for developing and managing the budget, purchasing and accounting functions. Authorizes expenditures.

Develops overall purpose and strategy for the department, develops or modifies programs, and allocates human and other resources to meet strategic goals. Responsible for organizational policy, general directives, and overall programmatic goals and objectives.

Implements legislative mandates.

Confers with staff on casework techniques and specific case situations.

Participates in the design, acquisition, and implementation of automation for court processes and proceedings.

Disseminates and ensures compliance of all laws, rules, and directives pertaining to the activities of the probation department.

Develops and implements policies and procedures in conjunction with judges and probation staff for the DCC probation division. Implements policy changes established by the Presiding Judge.

Coordinates the activities of the division and maintains effective working relationships with Judges, City Council, the State Court Administrator's Office, other units, the Bar Association, law enforcement agencies, District Attorney's Office, Public Defender's Office, public and private social service agencies, and community resources.

Establishes expectations and provides employee performance feedback on an on-going and annual basis. Collaborates with subordinates to establish performance and professional goals. Evaluates subordinates' goal achievement through conferences, informal meetings, and annual performance appraisal.

Provides for orientation and on-going training, mentoring and coaching to existing subordinates. Makes provisions for subordinates to attend outside training. May provide cross-training and interdepartmental training.

Appraises the Presiding Judge on all administrative matters.

Performs other related duties as assigned.

Employees may be re-deployed to work in other capacities in their own agencies or in other City agencies to support core functions of the City during a City-wide emergency declared by the Mayor.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

### **Competencies**

**Coaching** - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

**Deciding and Initiating Action** - Takes responsibility for actions, projects and people; makes quick, clear decisions which may include tough choices, after considering risks.

**Delivering Results** - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

**Persuading and Political Influence** - Gains clear agreement and commitment from others by persuading, convincing and negotiating. Makes effective use of political processes to influence others.

**Thinking Strategically** - Thinks strategically and promotes best practices and leading-edge ideas.

### **Knowledge & Skills**

Knowledge of 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 to advance management objectives.

Ability to delegate responsibilities and tasks to subordinates to enhance efficiency and to provide an opportunity for staff development.

### **Level of Supervision Exercised**

Supervises and directs probation employees including Probation Supervisors, Probation Officers and other administrative staff for the division.

### **Education Requirement**

Bachelor's Degree in Criminal Justice, Sociology, Psychology, Social Work or related field.

### **Experience Requirement**

Five (5) years of experience of management experience including supervision, probation, parole, or related experience.

**Education & Experience Equivalency**

Two (2) years of the appropriate type and level of experience may be substituted for each required year of post-high school education.

Additional appropriate education may be substituted for the minimum experience requirements.

**Licensure & Certification**

By position, requires a valid Driver's License at the time of application.

Licenses and certifications must be kept current as a condition of employment.

**Working Environment**

Pressure due to multiple calls, inquiries, and conflicts.

Subject to many interruptions.

Subject to varying and unpredictable situations.

Subject to long irregular hours.

**Level of Physical Demand**

1-Sedentary (0-10 lbs.)

**Physical Demands**

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Eye/Hand/Foot Coordination: Performing work through using two or more body parts or other devices.

Handling: Seizing, holding, grasping, through use of hands, fingers, or other means.

Hearing: Perceiving and comprehending the nature and direction of sounds.

Lifting: Moving objects weighing no more than 10 pounds from one level to another.

Repetitive motions: Making frequent or continuous movements.

Sitting: Remaining in a stationary position.

Talking: Communicating ideas or exchanging information.

**Background Check Requirement**

Criminal Check

Education Check

Employment Verification

By position, Motor Vehicle Record

**Assessment Requirement**

None

**Probation Period**

Six (6) months.

**Class Detail**

**Pay Grade: EX-16**

**FLSA Code: Y**

**Established Date: 4/12/2020**

**Established By: GT**

**Revised Date: 11/27/2022**

**Revised By: BM**

**Class History: 11/27/2022 - Revised pay grade as a result of CN1746.**