

POSITION DESCRIPTION

Position Title: **Probation Services Manager**
Department: City Manager
Division: Probation Services
FLSA: Exempt
Retirement: KPERS
Effective Date: January 10, 2025

GENERAL PURPOSE

Serves as liaison between the court and persons convicted of violations to provide an alternative for the court; assures sentence is carried out. Clients are primarily offenders of the Uniform Public Offense Code and standard traffic offenses.

SUPERVISION RECEIVED

Works under the direct supervision of the Assistant City Manager with general guidance and direction from the Municipal Judge.

SUPERVISION EXERCISED

Exercises direct supervision over the Probation Officer I and Administrative Clerk.

ESSENTIAL DUTIES AND RESPONSIBILITIES

(Duties listed below do not include all tasks which may be performed.)

- Responsible for reviewing and assigning cases.
- Supervises assigned staff in their duties; Conducts periodic performance evaluation and planning sessions for assigned personnel; Counsels assigned personnel on job performance and disciplinary matters; Coordinates and supervises the training, assignment and development of subordinate staff.
- Reviews a variety of reports prepared by subordinate officers or others.
- Responsible for the preparation and administration of the department budget.
- Processes and monitors department revenues and expenses using financial software in compliance with purchasing policies.
- Conducts pre-sentence interviews and investigations and prepares recommendations to the court for sentencing.
- Supervises offenders to monitor compliance with conditions of probation and diversion and report findings to the court.
- Sets necessary hearings for court.
- Makes appropriate recommendations to the court regarding revocation or extension of probation and diversion.
- Makes recommendations to the court regarding Mental Health Court.
- Works with evaluated offenders to determine the best course of treatment, discuss treatment plans with offenders, arrange referrals to treatment programs and supervise/monitor their progress. Advises clients about all available programs.
- Maintains contact with offenders, treatment providers and other individuals as needed to monitor compliance with probation and diversion.
- Administers/observes urinalysis testing on offenders with onsite equipment, documents results and takes appropriate action, if necessary.
- Reviews offender violations and takes appropriate action.
- Carries out the directives of the Court by monitoring house arrests for persons convicted.
- Researches and prepares reports and statistics. File reports and other necessary documents with Municipal Court.

- Communicates effectively and coherently, through multiple communication channels, with clients, the court and the public on a regular basis.
- Ability to read, write, and comprehend legal and non-legal documents written in the English language, including the preparation and processing of such documents, i.e., court dockets and reports.
- Solicits community support and works regularly with limited information.
- Responsible for preparing for and attending all scheduled court days for both City of Leavenworth and City of Lansing.
- May require some travel to other cities, within Leavenworth County, as needed.

PERIPHERAL DUTIES

- Responsible for oversight of departmental equipment, supplies and facilities. Analyzes and recommends improvements to equipment and facilities, as needed.
- Maintains contact with general public, court officials, and other City officials in the performance of court services activities.
- May serve as a member of various employee committees.

MINIMUM QUALIFICATIONS

Education and Experience:

- (A) Bachelor's degree in Criminal Justice, Court Services, Paralegal/Law, Counseling, Public Administration or a related field; or any equivalent combination of experience, training and/or education.
- (B) Two years of experience in law enforcement, probation, court services, legal offices, corrections, local government administration or related field.
- (C) Must be at least 21 years of age.
- (D) Must not have been convicted of any felony or misdemeanor crimes of a violent nature or involving moral turpitude, been convicted of a misdemeanor crime of domestic violence, been placed on diversion, nor have an expunged conviction.
- (E) Must possess a valid driver's license at time of application (and maintain for duration of employment) and meet insurability standards under fleet insurance policy.

NECESSARY KNOWLEDGE, SKILLS, AND ABILITIES

Working knowledge of:

- The principles and practices of probation services and department policies and procedures.
- Federal, State and local laws and ordinances; legal language and legal procedures.
- Dynamics of human behavior; must ensure decisions in individual cases are appropriate and effective.
- Personal computers and associated word processing, spreadsheets and database software applications.
- Modern office practices and procedures.

Skill in:

- Operation of listed tools and equipment.

Ability to:

- Maintain confidentiality.
- Research files, laws, legal documents and data in a CRT.
- Prepare written reports, and create appropriate programs for clients.
- Maintain accurate records.
- Deal tactfully, courteously and effectively with offenders, clients, public agencies, other employees and the general public.

- Develop and maintain effective working relationships with Department personnel, Court personnel, City personnel, Federal, State and local law enforcement authorities and agencies, and the general public.
- Communicate effectively, both verbally and in writing, with subordinates, peers, superiors, public agencies and the community.

DESIRABLE QUALIFICATIONS

- (A) Trained/Certified in collection of drug screen specimens; certified in operation of breathalyzer.
- (B) One or more years' experience in a supervisory capacity.

TOOLS AND EQUIPMENT

Personal computer, including word processing, spreadsheet and data base software; printer; copy machine; fax machine; scanner; multi-line telephone system; first aid equipment.

PHYSICAL DEMANDS

Work is performed primarily indoors in an office environment. Job performance is primarily performed during the hours of 7:00 a.m. to 4:00 p.m.; however, schedules may be modified to accommodate departmental need. Employee must be reasonably available for callout after hours when operational or special circumstances dictate. Must be able to see, hear and communicate in oral and written forms.

While performing the duties of this job, the employee is frequently required to sit, talk and hear and use hands to finger, handle, or feel objects, tools, or controls. The employee is frequently required to reach with hands and arms. The employee is occasionally required to walk or stand.

The employee must occasionally lift and/or move up to 30 pounds. Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet to moderate. Work may be disrupted frequently, by persons and telephone calls. Work is performed with a diverse population of clients involved in the criminal justice system.

SELECTION GUIDELINES

Formal application and review of qualifications, education and experiences; testing which may include: written and/or practical examination, oral interview; reference check; background investigation; polygraph examination; and post-offer medical examination to include a drug screen; and other job related tests may be required.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The position description does not constitute an employment agreement between the City and employee/individual and is subject to change as the needs of the City and requirements of the job change.

APPROVAL AUTHORITY:

Department Head

Date

HR Director

Date