

Champaign County Job Description

Job Title: Supervisor of Adult Services
Department: Probation and Court Services
Reports to: Director of Probation and Court Services
FLSA Status: Exempt
Grade Range: J
Prepared Date: August, 2009

SUMMARY Manages adult probation services to include standard probation, administrative probation and drug court program.

PRIMARY DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

Manages felony, misdemeanor and traffic offender's probation services. Assigns cases to staff engaged in performing review and surveillance of offenders. Monitors the performance for adherence to Court and State standards and procedures.

Provides guidance and expertise to staff and may manage a small case load. Responsible for the overall operations of the drug court program.

Prepares reports on case data, offender violations and statistical reports on case management activities for the Circuit Court, the Department of Court Services and the Administrative Office of the Illinois Courts. Serves warrants for arrest as required.

May monitor for client drug usage and /or subsequent treatment. Reviews work performance of clients and continued attendance in educational programs, ensuring the maintenance of a known residence. Monitors clients for violations of the law and/or program compliance.

Reviews procedures including staff conducting unannounced home and employment visits and verifies drug treatment and/or social service program participation by offenders.

Maintains program and case records. Prepares statistical and written reports on clients and program activities. Prepares professional case recommendations for superiors and/or the Circuit Court.

Co-ordinates probationary services with social service agencies to ensure that court-ordered conditions are met by offenders.

Maintains extensive contact with Judges of the Circuit Court, the Administrative Office of Illinois Courts, social service agencies, the State's Attorney's Office and defense attorneys.

Assists Probation and Court Services Supervisors as needed on special projects or with problematic operational issues.

SUPERVISORY RESPONSIBILITIES Directly supervises 11 to 13 employees in adult probationary services and investigative activities. Co-ordinates student internships and directs the activities of college interns within the unit. Carries out supervisory responsibilities in accordance with the County and Circuit Court policies and applicable laws. Responsibilities include interviewing and training employees; planning, assigning and directing work, appraising performance; rewarding and recommending for hire and disciplining employees; addressing complaints and resolving problems.

QUALIFICATIONS To perform this job successfully, an individual must be able to perform each primary duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

EDUCATION and/or EXPERIENCE Bachelor's Degree or higher from a four-year college or university and 5-7 years related experience and/or training.

LANGUAGE SKILLS Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from employees, clients and the general public.

MATHEMATICAL SKILLS Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.

REASONING ABILITY Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

CERTIFICATES, LICENSES, REGISTRATIONS as required.

PHYSICAL DEMANDS The physical demands described here are representative of those that must be met by an employee to successfully perform the primary functions of this job. While performing the duties of this job, the employee is frequently required to walk; sit; and talk; or hear. The employee is occasionally required to stand and reach with hands and arms. The employee must occasionally lift and/or move up to 35 pounds. Specific vision abilities required by this job include close vision and distance vision.

WORK ENVIRONMENT The work environment characteristics described here are representative of those an employee encounters while performing the primary functions of this job. Normal office conditions. Potential problems may exist with clients who have not met the standards of their probation and are subject to further sanctions as may be imposed. The noise level in the work environment is usually moderate.