



Office of Human Resources  
Deputy Chief Probation Officer - CA3242  
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### General Statement of Duties

Provides administrative and supervisory in carrying out the duties of the division and reports directly to the Chief Probation Officer.

### Distinguishing Characteristics

The Deputy Chief Probation Officer is distinguished from the Manager job classification who manages functional and/or operational area(s) of a division or agency that include implementing work plans based on annual goals and the strategic plan; resolves citizen, operational, and management issues; and achieves goals while ensuring resources are utilized appropriately. Typically has supervisors reporting to them.

The Deputy Chief Probation Officer is distinguished the Chief Deputy Probation Officer who 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.

The Deputy Chief Probation Officer is distinguished from supervisors who are responsible for tactical, day-to-day responsibilities of a work unit.

### Level of Supervision Exercised

Manages multiple operations or programs. Plans, provides broad direction, establishes standards, and evaluates operations for diverse programs.

### Essential Duties

Assists in the development and management of the budget, purchasing and accounting functions. May authorize expenditures.

Participates in the design, acquisition, and implementation of automation for the probation division.

Responsible for long range planning and program evaluation.

Assists in space needs, ensuring that staff have adequate equipment and a safe working environment.

Assists supervisors with the most difficult or complex probation problems.

Assists the Chief Probation Officer in the development of policies and procedures for the probation division.

Provides recommendations or may participate in the recruitment, selection and termination of employees.

Coordinates the activities of the division and maintains effective working relationships with the State Court Administrator's Office, other units, law enforcement agencies, public and private social service agencies, and community resources.

Develops and manages division training, mentoring, and coaching programs.

Assigns duties and responsibilities to staff; develops and establishes procedures for operating and maintaining required administrative systems.

Serves as Acting Chief Probation Officer in the absence of the Chief Probation Officer.

Establishes expectations and provides employee performance feedback on an on-going and annual basis.

Assists subordinates in establishing performance and professional goals.

Evaluates subordinates' goal achievement through conferences, informal meetings, and annual performance appraisal.

Performs other related duties as assigned.

Any one position may not include all 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.

**Influencing** - Collaborates with, persuades and influences others.

**Political Savvy** - Identifies the internal and external politics that impact the work of the organization. Perceives organizational and political reality and acts accordingly.

### **Knowledge & Skills**

Knowledge of criminal justice system, courts, and probation-related theories, principles, laws, case law, and operations.

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

### **Education Requirement**

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

### **Experience Requirement**

Three (3) 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/division needs.):

Sitting: remaining in the normal seated position.

Handling: seizing, holding, grasping, or otherwise working with hand(s).

Talking: expressing or exchanging ideas by means of spoken words.

Hearing: perceiving the nature of sounds by the ear.

Repetitive motions: making frequent movements with a part of the body.

Eye/hand/foot coordination: performing work through using two or more.

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

**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: A-814**

**FLSA Code: Y**

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

**Established By: GT**

**Revised Date:**

**Revised By:**

**Class History:**