

# STATE OF NEVADA FIFTH JUDICIAL DISTRICT COURT

---

## CHIEF PROBATION OFFICER

### SALARY RANGE

\$42.55 - \$59.87 Hourly  
\$88,504.00 - \$124,529.60 Annually  
FLSA: Exempt

#### **BASIC FUNCTION:**

Responsible for administration of the Juvenile Division of the 5<sup>th</sup> Judicial District Court in Nye and Esmeralda Counties. Supervises officers, staff, community networking, special programs; write grants when necessary and control budget. Ensures compliance of department activities with Nevada Revised Statutes, other state or federal laws, and department policies and procedures.

**ESSENTIAL FUNCTIONS:** *This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

1. Manages and directs the activities of assigned staff; coordinates, prioritizes and assigns tasks and projects; tracks and reviews work progress and activities; directs the recruitment and selection of staff; undertakes disciplinary action as required; conducts performance evaluations and supervises high-risk cases and consults with staff JPOs on the monitoring and disposition of juvenile cases.
2. Recommends selection of staff for employment; trains staff and provides for their professional development and administers discipline as required.
3. Travels to communities within the jurisdiction to assist with court proceedings, review special programs, budget matters, and to consult on juvenile case supervision.
4. Meet with key community stakeholders, when necessary, to discuss matters involving Juvenile Justice.
5. Develops and implements goals, objectives, policies, procedures, and work standards for the department, and prepares and administers the department's budget.
6. Organizes the transport of juveniles to and from detention centers and/or program placements.
7. Receives after-hour calls and arranges transport to detention or release of youth to responsible adult parent/guardian.

8. Provides leadership, guidance, advice, professional opinion, information, research, and support regarding department activities.
9. Confers with probation officers on developing case plans, arranging assessments, and determining appropriate case disposition.
10. Works with Administrative/Clerical staff to review department funds received and complete accounting reports.
11. Write and develop department policy and practices.
12. Plans and develops service programs which help protect the community, prevent delinquency, reduce recidivism, keep youth in school, and build competency in the youth involved in department programs; responds to requests for information; provides technical information to other participants in the Juvenile Probation system; identifies and researches technical issues, and recommends solutions.
13. Coordinates activities and assists the public, other county departments and agencies, other jurisdictions, state and federal agencies, and other entities.
14. Promotes acceptance of departmental goals and objectives through personal contact and written communication with judges, cooperating agencies, and the community.
15. Prepares and implements strategies for the prevention of delinquency and the rehabilitation of juvenile offenders and provides advice and assistance to the District Court Judge. Reports to the District Court Judge regularly.
16. Directs the conduct of analytical studies and develops and reviews reports of findings, alternatives, and recommendations.
17. Represents the counties in meetings with representatives of governmental agencies and the public and makes presentations before various advisory committees, legislative, and community groups.
18. Review all violations/citations and works with staff, the District Attorney, and the courts, and directs recommendations to the court as needed.
19. Monitors developments and legislation related to personnel matters, evaluates their impact upon county operations and recommends and implements policy and procedural improvements.
20. Represents the county with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public and represents the Juvenile Probation Department as the department head and conducts any necessary business in that capacity.
21. Ability to safely carry and use duty weapons and other specialty equipment issued by the department.

## **REQUIRED KNOWLEDGE AND SKILLS**

Knowledge of:

1. Theories, principles, and practices of the juvenile justice system, including institutional, outpatient, and related child development and family dynamics programs.
2. Principles and practices of social service delivery, including crisis intervention, particularly in relation to children, youth, and families.
3. Administrative principles and practices, including goal setting, program development, implementation and evaluation, and the management of employees through multiple levels of supervision.
4. Principles and practices of developing teams, motivating employees, and managing in a team environment.
5. Principles and practices of budget development and administration.
6. Applicable laws, codes, and regulations.
7. Computer applications related to the job requirements.
8. Records management/retention principles and practices.
9. Principles and techniques of making effective oral presentations.

## **SKILL IN:**

1. Planning, organizing, supervising, reviewing, and evaluating the work of others.
2. Developing and implementing goals, objectives, procedures, and work standards.
3. Developing effective work teams and motivating individuals to meet goals and objectives.
4. Collecting, interpreting, evaluating, and drawing conclusions from narrative and statistical reports.
5. Providing for the professional development and training of staff.
6. Interpreting, applying, and explaining complex federal, state, and local laws related to the administration of a juvenile justice services system.
7. Preparing clear and concise reports, correspondence, and other written materials.
8. Using initiative and independent judgment within general policy guidelines.
9. Dealing successfully with a variety of individuals from various socio-economic, ethnic and cultural backgrounds, in person and over the telephone, often where relations may be confrontational or strained.
10. Making effective oral presentations to large and small groups.
11. Use and safety of a firearm/duty weapon and other specialty equipment issued by the department.

## **EDUCATION AND EXPERIENCE:**

Bachelor's degree in criminal justice, sociology, or a related field; AND four (4) years of Juvenile Probation Officer experience; OR an equivalent combination of education, training, and experience.

**QUALIFICATIONS:**

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

**REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:**

Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.

1. Nevada Driver's License
2. Nevada POST Cat II Certification

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Provide direct supervision over the Deputy Chief Juvenile Probation Officer, all field Juvenile Probation Officers, Office Supervisor, Clerical/Administrative staff, and any on-call support staff utilized to conduct the duties of the department.

**CONTACTS:**

Co-workers, other department personnel, other agencies, clients, general public, parents and juveniles.

**PHYSICAL EFFORT:**

The physical and mental requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations. Incumbents and individuals who have been offered employment are encouraged to discuss potential accommodations with the employer.

**WORKING CONDITIONS:**

Work is performed under the following conditions: Law Enforcement environment and potential physical attacks, basic office environment, court settings.

**THIS JOB SPECIFICATION SHOULD NOT BE CONSTRUED TO IMPLY THAT THESE REQUIREMENTS ARE THE EXCLUSIVE STANDARDS OF THE POSITION. INCUMBENTS MAY BE REQUIRED TO FOLLOW ANY OTHER INSTRUCTIONS, AND TO PERFORM ANY OTHER RELATED DUTIES AS MAY BE REQUIRED BY THEIR SUPERVISOR.**

## CONDITIONS OF EMPLOYMENT:

- Employees of the Fifth Judicial District Court serve at the pleasure of the District Court judges.
- Employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.
- Employment is contingent upon passing a drug screen and a background check.
- The Fifth Judicial District Court participates in E-Verify and will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization. All candidates who are offered employment with Nye County must complete Section 1 of the Form I-9 along with the required proof of their right to work in the United States and proof of their identity prior to starting employment. Please be prepared to provide required documentation as soon as possible after the job offer is made. For additional information regarding acceptable documents for this purpose, please contact Human Resources at 775.751.6301 or go to the U.S. Citizenship and Immigration Services web page at [www.ucis.gov](http://www.ucis.gov)
- The Fifth Judicial District Court is an Equal Opportunity Employer.