



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Deputy Chief Probation Officer	Job Code:
Reports to: Chief Probation Officer	FLSA Status:
Department: Probation	

*Class specifications are intended to present a descriptive list of the range of duties employees perform in the class. Specifications are **not** intended to reflect all tasks performed within the job.*

Position Overview:

The purpose of this classification is to perform the duties of a probation officer. Under supervision of the Chief Probation Officer supervises the probation office staff and manages the office's budget, including supervision strategies aimed at compliance with the conditions of probation, rehabilitation of the offenders, and protection of the community. Attends court and prepares history/records checks for court. Keeps court informed of problems/violations and carries out objectives of the court.

Principal Duties and Responsibilities (Essential Functions):**

The following duties are typical for this classification. Incumbents may not perform all the listed tasks. They may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

Assists the Chief Probation Officer in confidential administrative and personnel matters.

Supervises Probation Officers when Chief Probation Officer is out; ensures work quality of subordinates.

Reviews/approves court orders/documents/warrants prepared and submitted by Probation officers in the absence of the Chief Probation Officer.

Approves time cards in the absence of the Chief Probation Officer.

Supervise the MRT Class facilitator, sends out weekly updates, and submit invoices in the absence of the Chief Probation Officer.

Submits training records to the Misdemeanor Probation Oversight Unit in the absence Chief Probation Officer is out.



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Deputy Chief Probation Officer

Job Code:

Prepares correspondence; answers mail; prepares memos and reports on matters concerning the department.

Posts payments to Jagware and emails probation officers to inform them of payments made.

Monitors Effingham, Chatham, Bryan, Bulloch, and Liberty County bookings for new arrests and logs in arrests into Jagware.

Assists Probation Officers in requesting incident reports from arresting agency, help prepare warrants, orders, and petitions

Enters new cases into Jagware and prepares the case file.

Closes out cases in Jagware, prepares the file with purging Information, and files in the closed-out cabinet.

Post payments from Point N Pay and balances daily and monthly reports from Jagware with Point N Pay.

Prepares financial reports for State, Superior, Springfield, and Guyton Courts.

Receives invoices via email and processes them for payment through ADG

Balance and reconciles bank statements by preparing monthly spreadsheets; scanning receipts and Information for submission to Accounts Payable; providing hard copies; maintaining records.

Confidentially maintains financial Information; prepares and supports complex financial files.

Prepares requisitions for payment of invoices; keeps copies of purchase orders and invoices for office file; batches and turns requisitions into Purchasing Department; monitors the budget by storing Information on payment of invoices in the computer.

Checks and reviews data for accuracy, completeness, and conformance to established standards.

Maintains the inventory of supplies; orders or requisitions supplies as needed.

Assists in processing incoming and outgoing mail.



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Deputy Chief Probation Officer	Job Code:
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Compiles tables and summaries for statistical reports and budgets; generates and prints related reports.

Operates a computer to enter, retrieve, review, or modify data; verifies the accuracy of entered data and makes corrections; utilizes spreadsheets or other software programs.

Communicates with supervisor, employees, other departments, the public, and other individuals as needed to coordinate work activities, review the status of work, exchange information, or resolve problems.

Assists Chief Probation officer with budget preparation.

Assists in assuring the Effingham County Probation Office complies with Misdemeanor Probation Oversight Units rules and regulations.

Assists in assuring probation service contracts are up to date and valid per MPOU requirements.

Oversees all staff in the probation office while the Chief Probationer is out to include: initial 40-hour training orientation for new officers, yearly 20-hour training for officers, 8-hour yearly training for all support staff, proper case management, and that all policies and procedures are adhered by staff.

Assists in completing Performance Reviews.

Responds to victims and inquiries from the community. Investigates violations of probation and obtain arrest warrants, revocation petitions, or taking other appropriate action. Assists in preparing paperwork for court hearings and performs other duties as necessary to properly deal with probation violators.

Develops and maintains an information network in the community as necessary to locate new community work sites, locate resources for probationers, and otherwise improve the process.

Supervises urine drug screens submitted by offenders.

Principal Duties and Responsibilities CONTINUED (Essential Functions):**



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Deputy Chief Probation Officer

Job Code:

Attends court sessions to correctly record sentencing information, providing the court with accurate Information concerning sentence alternatives and availability. Offers initial instruction to offenders.

Assists in keeping abreast of all departmental policies and procedures by attending staff meetings and reviewing the reading file and SOP.

Maintains good working relationships and open communication with the department, local law enforcement, other agencies, and the community.
Confers with judges, attorneys, and others to answer questions, obtain Information, or otherwise facilitate the probation process.

Work schedules, including rotating shifts, hours of work, and days off, may be changed at any time at the supervisor's discretion to fit the needs of the County.

Regular and routine attendance at work is required.

Assists in answering incoming calls; takes messages or routes calls to the appropriate party

Maintains copiers and office equipment.

Collects Data for DCS/MPOU Quarterly Reports and prepares a quarterly report for submission.

Receives validations from the Effingham County Warrants Division/Effingham 911 Center and processes and returns promptly.

Attends safety meetings as directed, prepares and submits office safety inspection forms to Risk Management, and prepares monthly safety education for Probation staff to review.

Duties and responsibilities may be added, deleted, or changed at any time at the supervisor's discretion, formally or informally, either verbally or in writing.

ADDITIONAL FUNCTIONS

Answers the telephone, makes copies, and runs errands.



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Deputy Chief Probation Officer

Job Code:

Assists other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Initial Qualifications of a Probation Officer.
 - o Completion of a two (2) year degree in a related field.
 - o Complete a 40-hour initial orientation program within six months of appointment, and a 20-hour annual in-service continuing education training program, consisting of a curriculum approved by MPOU.
2. Ongoing qualification of a Probation Officer:
 - o Maintain a clear criminal record.
 - o Assists in ensuring each individual completes continuing education and;
 - o Adhere to all other requirements established in these rules.
3. Change of contact information.
 - o All probation officers must notify MPOU of any change in his or her address, telephone number, email, or other pertinent contact information within three business days.

All individuals of a probation entity must complete a criminal background check by the Department of Community Supervision per OCGA §35-3-34. MPOU may also require criminal records checks during employment, registration, compliance audits, or complaints. MPOU shall report to the probation entity the results of the criminal background checks for all individuals associated with that probation entity.

Probation entities fingerprint new individuals through GAPS within ten days of hire. All individuals of a probation entity must report any arrests within 48 hours to MPOU and the director of the employing entity.



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Deputy Chief Probation Officer

Job Code:

No person may fill the position listed above who has engaged in any of the following conduct:

1. Intentionally falsified, misrepresented, or omitted pertinent Information while completing the employment application, preliminary interview questionnaires, polygraph, or any other pre-employment document(s);
2. Deliberately made inaccurate, misleading, false, or fraudulent statements during the employment process;
3. Failed to meet required educational or professional licensing or certification (if applicable);
4. Has any felony conviction;
5. Has any outstanding misdemeanor or felony charge pending adjudication;
6. Has sufficient misdemeanor convictions to establish a pattern of disregard for the law;
7. Engaged in any crime of a serious or aggravated nature;
8. Convicted or plead nolo contendere within the past three (3) years for Driving Under the Influence of Drugs or Alcohol (DUI) or for any serious traffic offense, including, but not limited to, Fleeing or Attempting to Elude a Police Officer, Vehicular Homicide, Failure to Stop, Render Aid, or Leave Information, and Racing;
9. Has five or more convictions or pleas of nolo contendere within the past two years for any moving violations;
10. Ongoing criminal activity or history of illegal activity other than minor traffic offenses;
11. Completed first offender sentence for an offense that indicates a security risk;
12. Engaged in any illegal drug use within the past 12 months;



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Deputy Chief Probation Officer

Job Code:

13. Any pattern of marijuana use that suggests un-rehabilitated substance abuse;
14. Any pattern of drug use, other than marijuana, that suggests un-rehabilitated substance abuse within the past three years;
15. Illegal sale, distribution, or manufacturing (to include growing) of any drug;
16. Deliberate association of a personal nature within the past year with persons who use illegal drugs in the presence of the applicant;
17. Use of any prescription drug or legally obtainable substance in a manner for which it was not intended and;
18. Under sanction by Peace Officer Standards and Training (POST).

PERFORMANCE APTITUDES

Data Utilization:

Requires the ability to review, classify, categorize, prioritize, or analyze data. Includes discretion in determining data classification and referencing such analysis to established standards to recognize actual or probable interactive effects and relationships.

Human Interaction:

Requires the capacity to act as a first-line supervisor, including overseeing work, acting on employee problems, and assigning the work of others.

Equipment, Machinery, Tools, and Materials Utilization:

Requires the ability to operate, maneuver, and control the actions of equipment, machinery, tools, and materials used in performing essential functions.

Verbal Aptitude:

Requires the ability to utilize various reference, descriptive, advisory data and information.

Mathematical Aptitude:



EFFINGHAM COUNTY BOARD OF COMMISSIONERS

Job Title: Deputy Chief Probation Officer	Job Code:
--	------------------

Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; ability to utilize principles of fractions; ability to interpret graphs.

Functional Reasoning:

Requires ability to apply principals of rational systems; to interpret instructions furnished in written, oral, schedule, or diagrammatic form; and to exercise independent judgment to adopt or modify methods and standards to meet variation in assigned objectives.

Situational Reasoning:

Requires the ability to exercise judgment, decisiveness, and creativity in situations involving the evaluation of Information against measurable or verifiable criteria.

ADA COMPLIANCE

Physical Ability:

Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching, and crawling, which may involve lifting, carrying, pushing, and pulling materials of moderate weight (12 to 20 pounds).

Sensory Requirements:

Some tasks require perceiving and discriminating sounds, visual cues, or signals. Some jobs require the ability to communicate orally.

Environmental Factors:

Essential functions are regularly performed without exposure to adverse environmental conditions.