

DIRECTOR OF ADULT COURT SERVICES

GRADE 43

FLSA Status: Exempt

GENERAL DEFINITION OF WORK:

Performs difficult professional and administrative work planning, supervising and participating in monitoring offenders to ensure compliance with court ordered sanctions; does related work as required. Work is performed under general supervision. Supervision is exercised over all department personnel.

ESSENTIAL FUNCTIONS/TYPICAL TASKS:

Planning, supervising and coordinating the delivery of case work services to offenders sanctioned by the court; supervising offenders; preparing files and records.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Directs, supervises and evaluates departmental staff; conducts employee performance evaluations and takes disciplinary action when needed; interviews, recruits and selects new employees; coordinates and conducts staff training; holds staff meetings and provides direction to staff members.
- Develops program budgets and oversees all departmental operations; reviews and approves expenditures, budget amendments, purchase orders; communicates with Finance regarding expenditures problems and requests.
- Develops and implements programs to meet needs of courts and criminal justice system; administers local probation and pretrial programs such as community service labor program, batterer's intervention program and shoplifter's program.
- Serves as lead staff to the Board of Supervisors Public Safety Committee; coordinates and arranges meetings; takes, transcribes and disseminates minutes; assigns and follows up on completed tasks; serves as liaison between the Committee and the citizens; apprises Board of Supervisors of citizen concerns regarding public safety; develops and distributes agendas.
- Serves as lead staff to the Community Criminal Justice Board (CCJB); coordinates and attends meetings; prepares CJB minutes, reports and tasking lists; schedules speakers, presentations and schedules; writes and prepares community grants on behalf of the CCJB; meets with judges regarding CCJB matters.
- Oversees day to day operations of both local probation and pretrial program including payroll, time sheets and employee leave requests; monitors status of work in progress and inspects completed work.
- Reviews and audits staff work to ensure compliance with state and local guidelines; reviews delivery of services to offenders to ensure quality and proper use of resources.
- Develops and administers department policies, procedures and guidelines; updates and revises policies as needed; advises and educates staff on state and local policy implications and revisions.
- Creates and implements long and short term goals; creates long term studies and departmental planning reports.
- Participates on various committees and boards.

KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of the principles, objectives, and techniques of the criminal justice and community corrections system; thorough knowledge of the techniques and means of interviewing and investigating; thorough knowledge of casework methods and control practices; ability to conduct interviews and analyze attitudes and behavior problems objectively; ability to interpret code sections and other legislation; ability to plan and supervise the work of subordinates; ability to communicate ideas clearly and concisely, orally and in writing; ability to establish and maintain effective working relationships with court personnel, associates and probationers.

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to graduation from an accredited college or university with major work in criminal justice, sociology or related field supplemented by a master's degree in criminal justice and considerable experience in court services work.

PHYSICAL REQUIREMENTS:

This is sedentary work requiring the exertion of up to 10 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects; work requires walking, fingering, grasping, and repetitive motions; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; visual acuity is required for peripheral vision, preparing and analyzing written or computer data, operation of motor vehicles or equipment, determining the accuracy and thoroughness of work, and observing general surroundings and activities; the worker is not subject to adverse environmental conditions.

SPECIAL REQUIREMENTS:

Possession of an appropriate driver's license valid in the Commonwealth of Virginia. Possession of VCIN/NCIC and Basic Community Corrections Officer certification.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.