



**COURT OF COMMON PLEAS OF ALLEGHENY COUNTY  
5<sup>th</sup> JUDICIAL DISTRICT OF PENNSYLVANIA  
PITTSBURGH, PENNSYLVANIA**

**POSITION ANNOUNCEMENT  
(JOB OPENING)**

**POSITION:** CHIEF PROBATION OFFICER - ADULT  
**CLASSIFICATION:** Management  
**LOCATION:** Criminal Division, Adult Probation  
1200 Manor Building  
564 Forbes Avenue, Pittsburgh, PA 15219  
**STATUS:** Full-Time, Benefits Eligible  
**SALARY:** \$71,870 - \$84,553 annually, commensurate with experience and qualifications

**SUMMARY:**

Under the general supervision of the Criminal Division Administrator, the Chief Probation Officer organizes, plans, directs and administers the activities of the Adult Probation Department and more than 110 probation officers. Work requires considerable initiative and independent judgment and involves developing policies and procedures in accordance with law and court policies; planning extensive training programs for probation officers; directing and evaluating probation and parole supervision, as well as clerical work through supervisory staff.

**RESPONSIBILITIES & DUTIES:**

Directs and coordinates the activities of the department; conducts a broad program of interpretation of program objectives and methods to assure the understanding and cooperation of agencies and the community; directs, through clerical staff, the preparation and maintenance of records and reports; recommends employment related actions; plans and conducts in-service training programs, and develops manuals and other instructions; formulates departmental policies and administrative procedures; reviews and evaluates the effectiveness and efficiency of programs and services and prepares reports on the status and progress of the work; prepares and administers department budget, provides strong fiscal management and accountability, and aggressively pursues grant-funding opportunities; coordinates department activities with supporting agencies, both public and private; expedites maximum flow of information and cooperation between the court and probation system; directs and participates in research projects to develop and improve rehabilitation programs; evaluates long and short-term goals and objectives, analyzes new and existing projects and monitors the progress and impact of Evidence Based Practices (EBP); establishes and maintains effective working relationships with outside departments/agencies/organizations instrumental in ensuring Adult Probation's continued leadership in community issues, program development and fiscal responsibility; evaluates staff performance and reviews practices with staff to ensure compliance within the scope of professional standards and ethical guidelines. Performs related work, as required.

**QUALIFICATION REQUIREMENTS:**

*Knowledge, Skills and Abilities*

Considerable knowledge of principles and methods of correctional administration and supervision, including office procedures and budget preparation.

Considerable knowledge of casework principles and practices of criminology and penology.

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Considerable knowledge of principles and methods of probation and parole investigation and supervision, with special emphasis on principles of evidence based supervision practices.

Considerable knowledge of current social, economic, and health problems and resources, with special emphasis on factors relating to crime and delinquency.

Considerable knowledge of modern principles of criminology and penology.

Knowledge of the principles and methods of program interpretation and in-service training.

Excellent leadership, administrative and management skills.

Ability to speak and write effectively.

Ability to plan and supervise the work of others.

Ability to establish and maintain effective working relationships with individuals, agencies and the community.

Ability to make decisions on cases independently and with mature judgment.

#### Education and Experience

A Bachelor's Degree from an accredited college or university and seven (7) years experience in parole, probation, or other social work, including two (2) years in a supervisory or administrative capacity; or

Equivalent combination of education and experience.

Master's Degree in Public Administration, Criminal Justice or related field preferred.

Note: Graduate study in the behavioral sciences, social work, or related human services field may be substituted for the required experience on a year-for-year basis, except for the required supervisory or administrative experience. Twelve (12) graduate credits will equate to one half (1/2) year experience.

#### License Requirements

Valid Pennsylvania Driver's License.

#### **BENEFITS:**

Standard health and fringe benefits plans available. This includes health; dental; life, accident, and disability insurance plans; sick leave and vacation benefits.

#### **HOW TO APPLY:**

Candidates interested in applying for this position must submit a cover letter, resume, copies of college transcripts (official transcripts required prior to hiring) and completed application by **December 18, 2009**. To obtain an employment application, go to [http://www.alleghenycourts.us/administration/human\\_resources.asp](http://www.alleghenycourts.us/administration/human_resources.asp). Please submit this information to:

**COURT HUMAN RESOURCES OFFICE  
ROOM 350 FRICK BUILDING  
437 GRANT STREET  
PITTSBURGH, PA 15219**

Prepared: 11/9/09

**EQUAL OPPORTUNITY EMPLOYER**