**SENECA COUNTY JUVENILE COURT**

108 Jefferson Street

Tiffin, Ohio 44883

**EMPLOYMENT OPPORTUNITY**

Job Title: Director of Court Services

**Department:** Seneca County Juvenile Court

**Report To:** Judge/Court Administrator

**Positions Supervised:** Probation Officers, Diversion Officers, Restitution/Community Service Officers

**Hours:** Full-time; 40 hours per week

**Employment**: Unclassified/Exempt

**Salary:** Based on experience and qualifications

**Posted:** July 24, 2017

**Deadline:** August 11, 2017

Seneca County Juvenile Court is taking applications for the position as Director of Court Services.

The Director of Court Services is responsible for the overall operation of the Probation, Restitution, Community Service, and Diversion Department (Court Services) and its resources. Provides leadership to all staff in fulfilling the mission of the Court. Directs and supervises the activities of the Court Services and staff, which includes planning, coordinating, administering, and evaluating programs, projects, processes, procedures, systems, standards, service offerings, and trainings; also ensures compliance with federal, state, and local laws, local Court rules, regulations, codes, and/or standards governing probation.

**Essential Job Functions include, but are not limited to:**

* Supervises Probation, Restitution, Community Service, and Diversion Department (Court Services) staff, which includes prioritizing and assigning work; conducting performance evaluations; ensuring staff is adequately trained; ensuring staff follows policies and procedures set forth in the Court and Court Services Handbooks; maintaining a healthy and safe working environment; and making hiring, termination, and disciplinary recommendations.
* Assists in managing the development and implementation of the Court Services goals, business plan, objectives, policies, and priorities for each assigned service area.
* Develops annual budget for the Court Services and monitors expenditures to operate within that budget. Provides short-term and long-term planning to ensure the Department meets its goals.
* Manages and directs all Court Services grant programs, including but not limited to RECLAIM funding; responsible for the submission of grant proposals, development of grant policies and procedures, and the preparation and submission of fiscal and program reports.
* Maintains familiarity with current research, treatment modalities, funding opportunities, and treatment/service programs, especially evidence based techniques.
* Knowledge of and ability to train or perform the jobs of Court Services Officers.
* Participates in the development, implementation, and periodic review of Court Service Programs.
* Documents and completes ongoing program statistics and related reports.
* Implements and/or adjusts procedures, policies, and processes as required.
* Conducts and documents Court Services meetings.
* Monitors and evaluates the quality, responsiveness, efficiency and effectiveness of assigned Court programs, service delivery methods and procedures; works with staff on the continuous improvement of Court services; and allocates resources accordingly.
* Provides assistance to the Court Administrator; participates on a variety of boards, commissions, and committees; and prepares reports and other necessary correspondence.
* Assists in developing case plans in conjunction with offenders to address high need areas and identified risk factors.
* Utilizes evidence based supervision practices to facilitate behavioral changes when filling in for Court Services’ staff.
* Conducts drug screens and/or monitors drug screening of youth as needed.
* Performs other tasks as directed by the Court Administrator and/or Judge.
* Must attend annual Probation Officer training as required by Section 2301.271(A) of the Ohio Revised Code.
* Must certify and annually re-certify to carry a TASER as per the policies and procedures of Seneca County Juvenile Court and approved TASER training.
* Attends various meetings and trainings.
* Performs related essential and non-essential functions as needed.
* Participates in various in-house, interagency, and community committees, as requested, including planning, development, community services, and community boards.
* Speaks to community agencies and groups regarding Juvenile Court procedures and programs, as required.
* Reviews current literature and attends conferences, meetings, and training sessions to develop professionally.

**Preferred Qualifications:**

A bachelors’ degree from an accredited college or university in corrections, sociology, social work, criminology, psychology, or closely-related field is required. A master’s degree is preferred. A minimum of seven (7) years of related experience is required. This experience must include a minimum of five (5) years of demonstrable leadership at a management level in juvenile justice and a minimum of two (2) years of direct service/casework.

**Position Requirements:**

Must pass pre-employment and ongoing criminal background checks and random drug screens. Must be capable of self-defense. Requires the ability to maintain confidentiality and act ethically. Must have a valid Ohio driver’s license and maintain liability insurance coverage as required by law. Must assume a flexible work schedule and be available outside of normal business hours. Work consists of complex, varied, non-standardized tasks, requiring the application of numerous laws, rules, regulations, and procedures.

**Equipment:**

Must be able to safely drive and maneuver Seneca County vehicles. Must be able to use office equipment including computer, scanner, copier/fax machine, mail machine, label printer, multi-line phone, cellular phone, voicemail, calculator, paper shredder, ankle monitors, drug/alcohol screening tools. Must be proficient using Microsoft Office products. Must be able to carry and use a TASER in accordance with the policies and procedures of Seneca County Juvenile Court and approved TASER training.

**Critical Skills/Expertise:**

* Thorough, in-depth knowledge of the criminal justice system, courts, and probation oriented theories, principles, laws, case law, and operations.
* Ability to utilize and teach evidence based supervisory practices.
* Ability to initiate and establish new programs, and to work with a team to advance management objectives.
* Ability to make critical decisions in order to meet the Court Services’ mission.
* Ability to delegate responsibilities and tasks to subordinates to enhance efficiency and to provide an opportunity for staff development.
* Demonstrates capacity to handle multiple tasks and projects and to meet deadlines.
* Ability to be firm and assertive.
* Ability to deal with irate and upset persons.
* Ability to function in a stressful, fast paced environment.
* Ability to work with little supervision.
* Ability to develop strong relationships with diverse groups of citizens, who may have conflicting interests and opinions.
* Demonstrates excellent verbal and written communication skills.
* Ability to use and interpret legal terminology.
* Knowledge of mental health referral and assessment procedures.
* Knowledge of research methods and information sources, both electronic and manual.
* Ability to understand and follow Court and Court Services handbooks and rules.
* Knowledge of the Ohio Revised Code and the Ohio Administrative Code.
* Knowledge of Interstate Compact.
* Certified to administer the Ohio Youth Assessment System.
* Experience with and knowledge of Carey Guides, EPICS, Thinking for a Change, Motivational Interviewing, Cognitive Behavioral Therapy, and other evidence based programming.
* Ability to read and comprehend a variety of informational documents, Court reports, lab reports, treatment plans, diagnostic reports, and records, etc.
* Ability to accurately and concisely prepare reports, referrals, juvenile records, etc.
* Ability to record and deliver information, to explain procedures, and to follow instructions.
* Willingness to assist others and contribute to the mission of the Court.
* Ability to maintain good public relations and working relationships on all levels as a representative of the Court.
* Exhibits strong integrity, maturity, judgment and tact at all times.
* Values and appreciates at-risk youth and families.

**APPLICATION PROCESS:**

Interested Applicants must submit their written resume and a cover letter with qualifications to:

Seneca County Juvenile Court

Attention: Court Administrator

108 Jefferson St.

Tiffin, Ohio 44883

on or before: **AUGUST 11, 2017**

**AT WILL EMPLOYMENT:**

Employees of the Court are at will employees and serve at the pleasure of the Judge. They are not in the classified civil service system and are not members of bargaining units. The Judge of the Court of Common Pleas, Juvenile Division shall have full charge of the employment, assignment and supervision of all personnel.

**EQUAL OPPORTUNITY EMPLOYER:**

The Court is an Equal Opportunity Employer and does not discriminate on the basis of age, gender, religion, race, color, national origin, ancestry, sexual orientation, disability, status as a veteran or any other legally protected status. The Court affirms its commitment to provide equal employment opportunity as prescribed by the Civil Rights Laws.