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## **CHIEF PROBATION OFFICER - 2ND DISTRICT JUVENILE COURT - OGDEN & FARMINGTON**

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The Utah State Courts seeks talented and motivated individuals to help in its mission “to provide the people with an open, fair, and independent system for the advancement of justice under the law”.

Do you have a passion and dedication to justice?

Do you want to be part of an organization whose people are passionate about a bold and noble purpose? Do you enjoy being a driving force for equal justice under the law?

Do you have experience working with delinquent, at-risk, or child welfare youth, and group facilitation?

If so, this may be the perfect opportunity for you to join an energetic, mutually supportive, and visionary team as a Chief Probation Officer.

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**Salary:** \$29.56 - \$36.99

**Opening Date:** 11/14/22

**Closing Date:** 11/28/22

**Number Of Openings:** (1) Full-time, FLSA Exempt, at-will position with benefits | Monday - Friday | 8:00 am - 5:00 pm | Some nights and weekends. Travel may be required.

**Physical Address:** 2nd District Juvenile Court - Ogden & Farmington

**Benefits:** This position is eligible for a full benefits package including medical, dental, life, and long-term disability insurance, a retirement plan, plus paid leave to include annual, sick, and holiday pay. The State requires employees to receive their pay through direct deposit. If selected, you will receive more information about these benefit options and enrollment information through our onboarding process and during your first week or two on the job.

**Criminal Background Check:** You must successfully pass a criminal history check.

**Driver's License Requirements:** Employees hired for this recruitment will be subject to the Driver Eligibility standards.

**EEO STATEMENT:** The State of Utah is an equal opportunity employer. Hiring is done without regard to race, color, religion, national origin, sex, orientation, gender identity, age or disability. The State provides reasonable accommodations to the known disabilities of individuals in compliance with the Americans with Disabilities Act. For accommodation information or if you need special accommodations to complete this application process, please contact Sarah O., Courts HR Generalist, at saraho@utcourts.gov.

### **Job Description**

Under the general direction of the Court Executive, manages the personnel and operations of the probation department within a Juvenile Court District. Oversees evaluation, development, and implementation of services and programs.

### **Example of Duties**

- Oversees administrative functions of the unit, ensures compliance with policies and procedures and provides directives for the activities of the probation staff.
- Actively participates in the selection and performance management process including evaluating performance, identifying goals, recognizing staff achievements, mentoring, developing, and coaching staff in overcoming performance or skill deficiencies.
- Provides and facilitates training to enhance the knowledge, skills, and abilities of staff in support of the probation job training requirements.
- Facilitates case processing as needed and ensures staff compliance with laws, rules, district and state policies.
- Coordinates and fosters positive and productive relationships with representatives of allied agencies.
- Participates in regular management and judicial meetings and facilitates staff meetings.
- Maintains a positive environment that is responsive to the needs of court personnel, patrons, and community partners.
- Evaluates and reports to management the effectiveness of new and/or existing programs and services; consistent with the vision and mission of the Juvenile Court probation department. Secures program funding from budget and grant sources.
- Reviews and approves assigned billings, works with appropriate parties to troubleshoot billing problems, and may perform quality control audits.

- Identifies required staffing levels; assists the Court Executive with budget monitoring and preparations; may manage a local court facility; provides input on lease and maintenance agreements; may manage inventory and purchasing of equipment.
- May perform many or all probation supervisor functions when Chief serves as supervisor or when filling in as supervisor.
- May provide probation service as needed.
- Performs other related duties as assigned.

### **Typical Qualifications**

- Graduation from an accredited institution with a Bachelor's degree. Preference may be given to those with degrees in related fields or an advanced degree such as a Masters in Judicial, Public or Business Administration.
- Minimum of four (4) years of probation experience.
- Minimum of two (2) years of supervisory experience. Preference may be given to those with more supervisory experience or probation supervisory experience.
- Must demonstrate supervisory skills and abilities including performance management and coaching.
- Must demonstrate understanding of Motivational Interviewing techniques and stages of change.
- Must demonstrate understanding of evidence based practices.
- Must demonstrate an understanding of court organization in the Judicial Branch of government, the function of the Judicial Council, the organization and philosophy of the Juvenile Court, and the Juvenile Court Act.
- Must demonstrate effective management and leadership practices.
- Possess the ability to de-escalate and manage stressful/threatening situations, make critical judgments and arrive at objective decisions, ability to influence compliance with clients and employees.
- Understanding of case processing procedures, the role of probation functions, and the relationship of the Juvenile Court to allied agencies and other treatment services.
- Prior to the end of the first year, the Chief must complete the required Case Planning training, a video demonstrating proficiency in Motivational Interviewing techniques and all written exams.

### **Supplemental Information**

This position may be under-filled both in terms of the scope of supervisory responsibility and/or supervisory experience required. Duties may be adjusted to temporarily or permanently include:

- Supervision of personnel;
- Additional on-the-job training requirements such as mentoring by executive staff members, shadowing, and attendance in district and statewide management meetings;
- Additional duties in oversight of contracts and implementation of policies;
- Additional duties in coordinating and training district probation employees in EBP, CARE, E-records, etc.

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### **Supplemental Questions**

- \* 1) A valid driver's license with less than 70 points, or the equivalency thereof, on your Record is mandatory prior to hire in this position. Are you able to comply with this standard?

- Yes
  - No

- \* 2) Select the highest level of education you've completed.

- High School Diploma or GED
  - Associate's Degree
  - Bachelor's Degree
  - Master's/JD/PhD

- \* 3) This position requires at least four (4) years of increasing probation experience and two (2) additional years of related professional experience with delinquent, at-risk, and/or child welfare youth. Select the category that best describes your professional experience with delinquent, at-risk, or child welfare youth.

- None
  - Less than 4 years
  - 4-5 years
  - 5-6 years
  - More than 6 years

- \* 4) Select the category that best describes your years of supervisory experience.

- None
  - Less than 1 year
  - 1-2 years
  - 2-3 years
  - 3-4 years
  - 4-5 years
  - More than 5 years

- \* 5) Select the category that best describes your years of experience with Evidence Based Practices in a juvenile justice or child welfare environment.

- None
  - Less than 1 year
  - 1-2 years
  - 2-3 years
  - More than 3 years

- \* 6) Select the category that best describes your years of experience using Motivational Interviewing.

- None
  - Less than 1 year
  - 1-2 years
  - 2-3 years
  - More than 3 years

- 7) Do you speak a second language? If so, please specify the language and describe your degree of fluency.
- \* 8) Are you a current or former State of Utah employee?
- Yes  
No
- \* 9) As a veteran of the armed services, you may be entitled to preference when seeking initial employment with the Utah State Government ([Utah Code 71-10-1](#)). Please indicate your veteran status:
- Veteran  
Not a Veteran  
Veteran with a disability or Purple Heart recipient  
Spouse, widow, or widower, of a veteran  
Spouse, widow, or widower, of a veteran with a disability or Purple Heart recipient
- \* 10) Having applied for an employment opportunity with the Utah State Courts, I hereby authorize the Utah State Courts to conduct a thorough background check including but not limited to references, employment records, convictions, and criminal records. I understand that such background checks will only be made upon final selection for an employment position and that all information will be kept confidential and released only to authorized representatives. I understand that any falsification of data on my part will result in disqualification from further consideration (prior to approval) or dismissal (if already approved); and that certain offenses may bar me from further consideration or result in termination. I hereby release the Utah State Courts and all authorized parties from any civil or criminal liability from my background check.

I acknowledge I have read the above statement.