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## **PROBATION SUPERVISOR - 3RD JUVENILE - SALT LAKE COUNTY**

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**Salary:** \$28.00 - \$35.03

**Opening Date:** 11/18/22

**Closing Date:** 12/2/22

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

**Physical Address:** 3rd District Juvenile Court - Salt Lake County

**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., HR Generalist for the Utah State Courts, at [saraho@utcourts.gov](mailto:saraho@utcourts.gov) or (801) 578-3801.

### **Job Description**

Under general supervision from the Chief Probation Officer, supervises assigned staff within a large or multi-site work unit whose duties involve tracking and monitoring, work programs and other routine case handling of minors who have been placed on probation or who are otherwise under the jurisdiction of the Juvenile Court. Coordinates duties and responsibilities of the unit to reduce recidivism of delinquent youth as well as the activities of the unit with the operations of other units or functional units within the district.

### **Example of Duties**

- Supervises operations of the unit, including work schedules, assigns and manages the workload, and maintains data for the unit.
- Actively participates in the selection and performance management process, identifying goals and objectives, recognizing staff achievements, and coaching staff in overcoming performance or skill deficiencies.
- Identifies required staffing levels; ensures that work is completed accurately and timely; provides coverage and assistance as needed.
- Provides and facilitates training to enhance skills of staff.
- Provides consultation to Probation Officers regarding dispositional recommendations and case planning; may review/approve recommendations for judicial/non-judicial action; may coordinate case staffings among staff and representatives from allied agencies.
- Approves recommendations for changes in the legal status of juveniles; assures unit compliance with laws, rules and applicable policies.
- Maintains a positive work environment that is responsive to the needs of court personnel, patrons, and community partners.
- Participates in regular management and judicial meetings, facilitates staff meetings, evaluates and recommends changes in policies, procedures, and operations; advises Probation Officers and other staff regarding court policies.
- Positively represents the court regarding case handling, local practices and procedures, and inter-agency activities.
- Maintains responsibility for court property, equipment, and inventory; ensures adequate security to protect from loss or theft.
- May carry a reduced caseload and provides coverage and/or assistance as needed.
- Performs other related duties as assigned.

### **Typical Qualifications**

- Bachelor's degree in Psychology, Sociology, Child Development, Criminal Justice, Police Science, Educational Psychology, Education or other related degree.
- Minimum of four (4) years of professional experience with delinquent or at-risk youth.
- Preference may be given to internal applicants who have at least one (1) year of experience in two of the following areas: field supervision, intake and diversion.

- Must demonstrate basic understanding of court organization in the Judicial Branch of government, the function of the Judicial Council, the organization and philosophy of the Juvenile Court system; and the Juvenile Court Act.
- Familiarity with interviewing and counseling techniques; familiarity with principles of behavior and learning; familiarity with criminal justice and legal systems.
- Ability to cope with stressful or threatening situations; to make critical judgments and arrive at objective decisions under duress; ability to influence compliance with uncooperative clients; ability to communicate effectively, both orally and written.
- Must have the ability to conduct field supervision, complete probation officer safety training requirements, and follow probation officer safety protocols.
- Must demonstrate understanding Evidence Based Practices and Motivational Interviewing techniques.
- Understanding of case processing procedures, the role of probation functions, and the relationship of Juvenile Court to allied agencies such as Juvenile Justice Services, Mental Health, counseling and education programs.
- Prior to the end of the probationary period, the Supervisor must complete Case Planning Certification and First Year Management Skills courses required by the Education Department.

### **Supplemental Information**

- This position may be required to travel to court locations within the district as well as travel for training and to attend meetings.
- Successful completion of a background investigation and a valid Utah Driver's License upon hire and must not exceed 70 total points on the individual driving record.
- Within one (1) year of hire date, successful completion of the following:  
New Employee Orientation Academy (12 hours) Probation Officer Certification Education and Training (40 hours).
- Will be required to demonstrate proficiency through video or live observation.
- Additional education as required or as needs of the Courts change.
- Applications from this recruitment may be used for the next 90 days if future Probation Officer Supervisor positions become available in the district.

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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.  
  
Less than Bachelor's Degree  
Bachelor's Degree  
Master's/JD/PhD
- 3) This position requires at least four (4) years of 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 level 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) Select the category that best describes your experience facilitating groups.

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

8) Do you speak a second language? If so, please specify the language and describe your degree of fluency.

\* 9) Are you a current or former State of Utah employee?

- Yes

No

- \* 10) 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

- \* 11) 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.