

DAYTON MUNICIPAL COURT

301 W. Third St.

Dayton, OH 45402

937-333-4338

An Equal Opportunity Employer

EMPLOYMENT OPPORTUNITY

JOB TITLE: CHIEF OF SUPERVISION
DEPARTMENT: Supervision
HOURS: Full time, 8:00 a.m. – 4:30 p.m. Monday thru Friday
POSTED: February 23, 2024
DEADLINE: **May 31, 2024**

SALARY RANGE : \$85,633 - \$119,258

GRADE : 16

REPORT TO: Court Administrator and the Judges

NATURE OF WORK: Administer the Department of Supervision for the Court, which includes overseeing operations and supervising all personnel. Develop and implement goals, policies, procedures, and programs and oversee funds for the Department of Supervision. Ensure services provided to probationers (clients) are in accordance with current Ohio Department of Rehabilitation and Correction requirements and established community control correction theories and practices. Act as the main liaison between the Department of Supervision and the Judges, Court staff, attorneys, parties to a case, the public, community organizations, and other courts and government entities.

ESSENTIAL PRINCIPLES:

- 1) Promote and adhere to the vision, mission, core principles, and values of the Court.
- 2) Foster an inclusive and culturally competent work environment.
- 3) Promote, adhere to, and comply with Court policies and procedures.
- 4) Contribute to a strong, supportive, and productive team environment.

ESSENTIAL DUTIES:

- 1) Oversee the operations of the Department of Supervision and maintain optimal productivity.
- 2) Supervise and perform annual evaluations of the Department staff.
- 3) Provide supervision services according to Ohio Department of Rehabilitation and Correction requirements and established community control correction theories.

- 4) Develop policies and procedures for the collection, documentation, and disbursement of supervision and program fees.
- 5) Manage Departmental expenditures to ensure compliance with budget parameters and Court policies.
- 6) Develop and implement goals, policies, procedures, and programs for the Department of Supervision.
- 7) Oversee the countywide Mental Health Court Program and Electronic Home Detention Program (EHDP), the state-funded Stopping the Violence (STV) Program, and any other Department programs.
- 8) Oversee the Pretrial program and services.
- 9) Recommend, develop, and implement new programming within the Department.
- 10) Recommend and help develop new specialized dockets for the Court.
- 11) Create and maintain Department policies and procedures.
- 12) Research new training opportunities for Department staff.
- 13) Establish the training process and guidelines for Department staff, including how to use the Court case management system, write reports, and comply with Court policies and procedures.
- 14) Attend meetings on behalf of the Department of Supervision and act as the main liaison between the Department and the Judges, Court staff, attorneys, parties to a case, the public, community organizations, and other courts and government entities.
- 15) Supervise and monitor clients as needed.
- 16) Prepare presentence Investigation (PSI) Reports, any other reports, and Community Control Violation Notices, plus attend hearings requested by the Judges.
- 17) Complete required Ohio Risk Assessment System (ORAS) certification and ensure officers have completed their ORAS certification.
- 18) Ensure that all Supervision Officers complete state mandated hours of continuing education, training on drug and alcohol testing, security and safety training, and any other required education or training.
- 19) Maintain accurate records for the Department of Supervision.
- 20) Maintain statistical data and prepare reports as needed.
- 21) Interview potential candidates and make recommendations for hiring.
- 22) Develop and maintain staff discipline.
- 23) Perform annual case audit reviews of officers to ensure accurate records are being maintained, conditions are being monitored, and case management is consistent with Department policies.
- 24) Troubleshoot issues related to the Department of Supervision.
- 25) Assist the Court Administrator with the annual budget and annual report for the Department of Supervision.

OTHER DUTIES:

- 1) Represent the Court and Supervision Department on local and statewide committees and organizations.
- 2) Attend seminars/workshops related to Department of Supervision issues.
- 3) Obtain required continuing education credits and any other training required or recommended by the Court.
- 4) Perform any duties assigned by the Judges or Court Administrator.

POSITION(S) SUPERVISED: Deputy Chief Officer of Supervision and all Department personnel.

PHYSICAL DEMANDS: Standing and sitting for long periods of time. Lifting and carrying case files weighing up to 20 pounds. Frequently walking to locations in the Courthouse, which may require using the stairs. Driving and walking to other locations outside of the Courthouse. Handling biohazardous bodily substances when doing testing. Close contact with dangerous probationers and persons.

KNOWLEDGE AND SKILLS:

- 1) Experience in training, supervising and evaluating supervision officers and other employees.
- 2) Knowledge of State and City laws, and court procedures and practices.
- 3) Knowledge of pretrial and general supervision, plus intensive and specialized dockets.
- 4) Knowledge of Ohio Department of Rehabilitation and Correction requirements and established community control correction theories and practices.
- 5) Case management and intervention skills.
- 6) Experience with developing, overseeing, and evaluating Probation and Pretrial programs and materials.
- 7) Experience with overseeing and evaluation intensive and specialized docket programs and services.
- 8) Experience in supervising, monitoring, evaluating clients and collecting data and statistics.
- 9) Required Ohio Risk Assessment System certification.
- 10) Troubleshooting and problem-solving skills.
- 11) Active Shooter training and knowledge of Court security requirements and safety procedures.
- 12) Computer and electronic equipment knowledge, including word-processing skills.
- 13) Verbal and written communication skills, including legible handwriting and accurate spelling/grammar.
- 14) Time management and organizational skills.
- 15) Familiarity with Web Enabled Justice Information System (WEJIS), Ohio Community Supervision System (OCSS), JusticeWeb, and criminal justice government websites.
- 16) Ability to work well with clients and the public, and to defuse volatile situations.
- 17) Knowledge of drug and alcohol testing procedures, drug trends and forms of use.
- 18) Ability to work on several tasks simultaneously.
- 19) Experience with overseeing funds and preparing budgets.
- 20) Ability to work well with staff and as part of the Court team.

MINIMUM EDUCATION AND QUALIFICATIONS:

Bachelor's Degree (Master's Degree preferred) from an accredited university in Criminal Justice or relevant field and ten (10) years' experience as a supervision officer with at least 20 hours of required education/training each year. Experience with direct supervision of probation officers and staff, plus:

- 1) Prior experience in training, supervising, and evaluating probation and pretrial officers.
- 2) Current valid driver's license and good driving record.
- 3) Ability to complete Court security and Active Shooter training.
- 4) Required ORAS certification and continuing education.

- 5) Independent judgment, leadership skills, and experience working with the public.
- 6) Honesty, patience, objectivity, maturity, initiative, adaptability, and effectiveness under stress.
- 7) Professional conduct and attire.

CANDIDATES AND EMPLOYEES ARE SUBJECT TO BACKGROUND CHECKS AND DRUG TESTING.

AT-WILL EMPLOYMENT.

EMPLOYEES OF THE COURT ARE AT-WILL EMPLOYEES AND SERVE AT THE PLEASURE OF THE COURT.

MANDATORY COVID-19 VACCINATION POLICY FOR NEW HIRES

Beginning November 1, 2021, the Court has a mandatory COVID-19 vaccination policy for new hires. Candidates must be fully vaccinated or become fully vaccinated before their first day of employment and submit proof of their COVID-19 vaccination to the Court.

APPLICATION PROCESS

Please submit a resume with a cover letter and two professional letters of reference on or before **May 31, 2024 by 4:00 p.m.** to Ann.Murray@daytonohio.gov or by mail to:

**Ann Marie Murray
Court Administrator
Dayton Municipal Court
301 W. Third St., Room 365
Dayton, OH 45402**