

Mission and Vision of the Adult Probation Department

Maricopa County Adult Probation is an agency of professionals committed to continuous improvement in the quality of community life by offering hope to neighborhoods, victims and offenders.

The Department's primary mission is to enhance the safety and well being of our neighborhoods. We accomplish this through working in partnership with the community to provide research based prevention and intervention based services; assessing offenders' risks/needs in order to help guide Court decisions and to apply the appropriate level of supervision; managing offender risk by enforcing Court orders, affording opportunities for pro-social change and expecting law-abiding behavior and personal accountability; facilitating victim involvement and restorative justice services; recognizing and rewarding staff performance and achievement; and providing training to enhance our professional skills and build leadership.

Greater Phoenix

The majority of Arizona's population resides in Maricopa County. The Valley of the Sun is one of the fastest growing areas in the nation. Maricopa County is one of 15 in the state, encompassing nearly 10,000 square miles. The population is 3.9 million. Arizona, the nation's 6th largest state, is home to over 70 public parks, monuments, historic sites, and educational institutions. The greater Phoenix area hosts a variety of major sports events and cultural attractions.



For more information about Arizona and the Greater Phoenix area, please visit the website:

www.az.gov

Visit our Website: www.superiorcourt.maricopa.gov



Judicial Branch of Arizona in Maricopa County
Judicial Branch Human Resources
Attn: Jason Novak
101 W. Jefferson, East Court Building
Law Library, 3rd Floor, Suite A
Phoenix, Arizona 85003

Judicial Branch of Arizona in Maricopa County

*invites your interest
in the position of*



Deputy Chief Probation Officer Adult Probation Department



Judicial Branch Human Resources

The Position

The Adult Probation Department, Judicial Branch of Arizona in Maricopa County is seeking a Deputy Chief Probation Officer. The position requires significant experience in managing others and applying professional knowledge, skills and abilities to achieve key operational results.

This position reports to the Chief Probation Officer and performs work of considerable difficulty in preparing and maintaining the budget, administration, development, organization, and direction of Adult Probation services and performs other related work as required, including facilitating and fulfilling the Adult Probation Department, Court and County Strategic Plans.

The Deputy Chief Probation Officer, Adult Probation is an Unclassified position under the Judicial Merit System Resolution and Rules. It is exempt from FLSA overtime status.

The principal responsibilities of the Deputy Chief include:

- Continuously interprets County and Probation Department policy and directives to the management staff of the various divisions and institutions to ensure the department's goals and objectives are consistent with the County's mission and strategic plan
- Routinely reviews operations and secures compliance with policy, Court Administrative Orders and State mandates
- Constantly consults with and advises management staff on problems concerning personnel, procedures and services
- Consistently evaluates continuing operations for effectiveness in accordance with evidence-based practices and, if indicated, initiates corrective action through discussion with the management staff involved
- As needed, assigns and reassigns professional and clerical personnel according to the needs of the Court and department
- Routinely evaluates budgetary needs and participates in budget conferences with the Chief Probation Officer including preparing and administering the annual budgets according to the guidelines of Budgeting For Results
- Regularly reviews budget estimates and requests with the management staff with a view to maintaining good fiscal practice, conformity with policy and maximum economy
- Frequently assists the Chief Probation Officer in all roles including creating a vision that is realized through the development and implementation of the department's strategic plan
- Studies and reports on anticipated needs, services and staff safety issues for evidence-based practices in field operations and implements as needed
- Leads the effort in master planning for future facilities in the probation department, which includes new and expanded designs, as well as the more efficient utilization of existing facilities
- Evaluates the overall effectiveness of training programs and plans for future staff development needs
- Enlists the support of community groups and professional organizations to obtain strategic direction and collaborative partnerships for the overall administration of the department
- Develops plans and follows through on change initiatives and acts as a champion for that change
- Works effectively with Judges and other Court personnel in a collaborative manner to resolve Court-wide issues
- Acts for the Chief PO during absences

Compensation Package and Application Process

Open Until Filled

Salary Range

\$85,092 – \$104,873
(Depending on Experience)

The Benefits

The Court offers a competitive annual salary and a comprehensive benefits package.



How to Apply

Interested applicants must submit a cover letter, résumé, and list of five professional references. This information should reflect the size of the organizations directed, significant accomplishments, and professional positions held. Selected applicants will be invited to participate in a panel interview. The Chief Probation Officer will make the final hiring decision. The successful candidate must pass a background investigation that will include a fingerprint check, psychological investigation, and polygraph test. Current Probation Department employees will undergo a modified background investigation and will not be required to take a polygraph test. Applications must be submitted by **March 5th, 2010**. Please direct questions to Jason Novak at 602-506-0498.

Applications may be submitted by one of the following methods:

Via Mail:

Judicial Branch of Arizona in Maricopa County
101 W. Jefferson, East Court Building
Law Library, 3rd Floor, Suite A
Phoenix, AZ 85003
Attention: Jason Novak

Via Fax: 602-506-2280

Via E-mail: novakj@superiorcourt.maricopa.gov

Visit our Website

For additional information about this position visit our website at:
www.superiorcourt.maricopa.gov/CourtInformation/employmentOps.asp

The Court is an Equal Opportunity Employer

It is the policy of the Judicial Branch not to discriminate in employment or the provision of services. To arrange for reasonable accommodation under the Americans with Disabilities Act (ADA), please call 602-506-0498.

Qualifications

The ideal candidate must possess the minimum of a Master's Degree from an academically accredited college or university with a major in the behavioral or social sciences, Public Administration, Management, Criminal Justice, or a related field and seven years of experience in management or administrative positions in a criminal or juvenile justice related field.

The Adult Probation Department

Maricopa County Adult Probation was established in 1972. Currently, the Department's annual budget is \$81,158,449 and there are 1,053 employees. There are 17 regional and area offices throughout Maricopa County. On average, there are 2,012 offenders under pretrial supervision with 22,632 standard probationers and 804 intensive probationers supervised per month. During FY2009, there were 2,593 direct arrests made by our Fugitive Apprehension Unit. MCAPD is nationally recognized as a leader within the community corrections field.

Adult Probation is an essential component of the Judicial Branch of Maricopa County which is part of a larger legal system with legal responsibilities prescribed by the Court. Maricopa County Adult Probation is guided by Evidence Based Principles and is committed to programs that work to keep our communities safe, reduce recidivism among probationers, and restore those who have been victims of criminal behavior. We strive to allocate our resources so that the most effective strategies and services are utilized to reduce crime. We ensure that field supervision is focused on higher risk probationers and design case plans that address criminogenic needs. Data-driven decision-making helps center attention on the elements that are critical to our mission.

Positive working relationships with community and criminal justice partners allow us to collaborate and leverage resources in support of community safety and offender change. Hope is our enduring vision, which we offer to neighborhoods, victims, and offenders. This is an organization of individuals dedicated to excellence, who inspire and motivate others. There is an undeniable momentum, and the positive results of the Evidence Based Practice Initiative will continue to unfold in the coming years.