

<b>Position Code: 7995</b>	<b>FLSA Status: Exempt</b>
<b>Pay Code: 2</b>	<b>EEO Category: 1</b>

**GENERAL DESCRIPTION OF CLASS**

The purpose of the class is to perform difficult professional and responsible administrative work and program development for management of court ordered clients. Work is performed under the general supervision of the Sheriff's Office. Supervision is exercised over subordinate staff.

**TYPICAL TASKS**

- Designs and updates the structure for court referral, client review, and case supervision.
- Supervises staff including selecting, training, assigning and evaluating work, counseling, disciplining and recommending termination or terminating staff.
- Oversees the maintenance of client records, reports, and financial files.
- Interprets State and local guidelines for the operation of the division.
- Ensures timely flow of case information to service the courts.
- Prepares division budget and monitors expenditures for programs.
- Testifies in court proceedings.
- Interprets, develops, and revises division policies and procedures.
- Prepares grant applications.
- Supervises and trains staff, volunteers, and interns.
- Coordinates and conducts public education presentation on division programs.
- Responds to client complaints.
- Performs other related duties as assigned.

**GENERAL STANDARDS**

<b>Data Involvement</b>	Plans, or directs others in the sequence of major activities and reports on operations and activities which are very broad in scope.
<b>Interpersonal/People Involvement</b>	Negotiates and exchanges ideas, information, and opinions with others to formulate policy and programs or arrive jointly at decisions, conclusions, or solutions.
<b>Reasoning Requirements</b>	Performs work involving the application of principles of logical thinking and legal, administrative, or professional practices to diagnose or define problems, collect data and solve abstract problems with widespread unit or organizational impact.
<b>Mathematical Requirements</b>	Uses mathematics involving the practical application of fractions, percentages, ratios and proportions or descriptive statistics.
<b>Language Requirements</b>	Reads scientific and technical journals, abstracts, financial reports, or legal documents; speaks before professional and civic groups, participating in panel discussions and speaking extemporaneously on a variety of subjects; writes complex articles and reports; develops presentations for sophisticated audiences.
<b>Mental Requirements</b>	Performs advanced professional level work in the analysis or interpretation of methods of a legal nature and formulates recommendations on the basis of such analysis; requires sustained, intense concentration for accurate results or continuous exposure to unusual pressure.
<b>Decisions/Supervisory Control</b>	Makes decisions as a major part of the job, affecting a major segment of the organization and the general public; develops policies and practices.

**EDUCATION, EXPERIENCE AND SPECIAL REQUIREMENTS**

<b>Vocational/Educational Requirement</b>	Requires a master's degree in criminal justice, social work, or closely related field; with considerable experience in the field of community corrections or related field and six months experience in a supervisory capacity.
<b>Experience</b>	In addition to satisfying the vocational/education standards, this class requires a minimum of four years of related, full-time equivalent experience.
<b>Special Certifications and Licenses</b>	Requires a valid driver's license and a driving record that is in compliance with City Driving Standards.

**AMERICANS WITH DISABILITIES ACT (ADA) REQUIREMENTS**

The City of Chesapeake is an Equal Opportunity Employer. ADA requires the City to provide reasonable accommodations to qualified individuals with disabilities. Prospective and current employees are invited to discuss accommodations.

*This is a class specification and not an individual position description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification, but is not intended to describe and does not necessarily list the essential job functions for a given position in a classification.*