



PARISH OF CADDO
Department of Human Resources
505 Travis Street, Suite 840
Shreveport, LA 71101
 (318) 226-6906
 (318) 429-7627 job line
www.caddo.org

Date Posted:
 Date Closed:
 Starting Rate:

Equal Opportunity Employer

PERSONNEL CLASS SPECIFICATION

*REVISED: 05/10/06;11/2806
 01/01/07*

JOB TITLE: Manager of Probation Services

DEPARTMENT: Juvenile Probation

FLSA Status: Exempt

SALARY RANGE: \$24.26 – \$36.48

GRADE: 28

Under general supervision, is responsible for work of considerable difficulty in managing the Probation Services Department for Juvenile Court. Reports directly to the Director of Juvenile Service.

DUTIES AND RESPONSIBILITIES

Main duties and responsibilities include the following (other duties may be assigned):

- Directs the daily operations of Juvenile Court Probation Services.
- Provides supervision to Probation Officers and Clerks
- Establishes and monitors case assignments and workloads.
- Monitors and insures proper records are maintained for Probation Services.
- Monitors Probation Services expenditures.
- Monitors vehicle use and maintenance to insure that all vehicles assigned to Probation staff are maintained and operated in accordance with accepted policies.
- Conducts meetings and In-Service training with staff.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required

- Bachelor's Degree in Business, Public Administration, social sciences, or a related field and five years of progressively responsible experience as a Probation Officer or other Juvenile Officer experience.
- Comprehensive knowledge of State and local laws as pertains to juveniles.
- Extensive knowledge of probation work and related Court procedures.
- Ability to plan, initiate and execute programs, procedures and policies.
- Knowledge of budget procedures.
- Ability to train and supervise employees and maintain effective working relationship with staff, other supporting agencies, and the public.
- Knowledge of available community resources that may assist in rehabilitation of Juvenile offenders.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee will experience physical requirements similar to those associated with a business office environment.