

CUYAHOGA COUNTY COMMON PLEAS COURT GENERAL DIVISION – JOB DESCRIPTION

Job Title: Deputy Chief Probation Officer
Department: Adult Probation Department

Reports To: Chief Probation Officer
Salary Range: \$101,961.60

SUMMARY

This is an unclassified position held at the pleasure of the Court. This position assists the Chief Probation Officer in accomplishing the Department's goals and objectives and provides leadership to all employees of the Probation Department. This position works with the Chief Probation Officer, other members of the management team, staff and other key persons in order to ensure that high quality administrative services are provided to the Court, its employees and the public. This position is responsible for developing and implementing quality assurance policies, conducting audits, coaching Supervisors and Probation Officers to ensure adherence to standards, measuring performance, identifying areas of Supervisor and Probation Officer improvement and making appropriate recommendations for improvement. Regular meetings are held with Court Administration to discuss priorities and areas of improvement and to exchange information. The Deputy Chief Probation Officer works closely with the Chief Probation Officer and other members of the management team and meets regularly with subordinate supervisors in making recommendations to the Court when appropriate. The Deputy Chief Probation Officer is responsible for making decisions that may impact personnel, policies and/or procedures. This position involves developing, implementing and monitoring quality assurance standards to ensure that departmental practices and staff interactions with individuals on supervision align with evidence-based practice principles, techniques and grant compliance requirements.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

1. Plan, direct and supervise the activities of the Pre-Sentence Investigation Units (PSI) through collaboration with other members of the management team (e.g., adherence to work from home policy);
2. Assist the Chief Probation Officer;
3. Provide oversight for the department's Evidence Based Practice (EBP) Continuous Quality Improvement (CQI) plan to ensure consistency and fidelity across all units while promoting a culture of accountability and professional development;
4. Ensure that all staff adhere to relevant procedural policies, state regulations and evidence-based principles and techniques;
5. Monitor Supervisor compliance associated with monthly audits (e.g. track and review all monthly audits submitted by Supervisors, provide direct coaching to Supervisors and identify training needs etc.);
6. Conduct monthly case audits of records and documentation to ensure accuracy, completeness and compliance with court orders and adherence to EBP standards (e.g. audit the development of individualized case plans to ensure they target needs identified in the ORAS and that appropriate referrals are made based on the need);
7. Provide coaching to Probation Officers and identify necessary training needs to improve Probation Officer compliance with court orders and supervision guidelines such as appropriate referrals, payments, dosage hours, and that supervision plans are developed accordingly;
8. Collaborate with Probation Management and Court Administration in the development and implementation of a CQI plan to regularly assess, measure and improve the department's referrals and state audit outcomes.;
9. Provide guidance, advice and instruction in response to subordinates' questions. Assist in the development of guidelines and procedures to accomplish departmental goals. Ensure complete understanding of policies, procedures and guidelines by subordinate staff through regular communication and by meeting with them to explain and discuss issues and identify necessary training needs;
10. Ensure that standards set by the Court, Chief Probation Officer, funding sources and other auditing bodies are understood and adhered to by subordinates (e.g., through formal acknowledgement of Court Personnel Policies and Procedures Manual, Probation Department policies, procedures and practices and other audit related reports and guidelines and explanation to staff);

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11. Monitor compliance with departmental policies, court directives and grant requirements. May also recommend and draft amendments to the department's EPB CQI plan to align with EBP audit findings and grant requirements;
12. Implement effective methods for data collection and develop monitoring reports to measure and identify areas for improvement and recommend corrective action plans as needed;
13. Provide input on training needs (e.g., assist with conducting CCIS Web data training sessions for all staff, provide yearly assurance auditing trainings to Supervisors to improve performance and fidelity);
14. Assist with the on-going transition into programming that employs effective EBP in daily operations, including staff training and implementation review;
15. Assist and/or participate with counseling and disciplining staff in accordance with policies and procedures (e.g., participate in the disciplinary processes, investigate complaints against employees); ensure conformity to established policies (e.g., advise supervisors on how to properly address issues, ensure they are following established procedures, and provide guidance during disciplinary hearings);
16. Evaluate subordinate performance through regular work review and formal annual evaluations, helping them set and meet professional goals;
17. Perform various personnel functions (e.g., approve vacations, leaves of absence and educational leaves);
18. Under the direction of the Chief Probation Officer, act as liaison with specific agencies (e.g., conduct quality reviews on appeals received from treatment agencies in order to make informed decisions on continued care based on internal policies, relevant regulations and best practices. Compose final decision letters to all parties involved offering appropriate next steps;
19. Perform a variety of other related duties as required (e.g., provide technical assistance to Judges, assist the Chief with TAC responsibilities).

The above statements describe the general nature and level of work performed by individuals assigned to this classification. They are not an exhaustive list of all duties. Other duties may be assigned.

KNOWLEDGE, QUALIFICATIONS, SKILLS and ABILITIES

To perform this job successfully, an individual must demonstrate the following:

1. Excellent interpersonal skills and the ability to communicate effectively, both orally and in writing, with Judges, staff, other Court employees, attorneys, outside agencies and the public;
2. Substantive knowledge of the Court and Probation Department policies and procedures;
3. Substantive understanding of the principles and practices of evidence-based practices and national standards related to the community corrections environment;
4. Extensive knowledge of probation, pre-trial services and court systems;
5. Exceptional administrative, leadership and motivational skills and knowledge of organizational behavior and team-building techniques in order to effectively direct and manage subordinate staff;
6. Ability to effectively manage interactions with Judges, Court Administration, Probation Department staff, other Court personnel, and the public to improve operations or resolve common problems;
7. Ability to work collaboratively and to make recommendations and decisions in order to meet Court and/ or Probation Department objectives (e.g., analyzing problems and identifying acceptable solutions, maintain funding);
8. Ability to delegate responsibility to subordinate supervisors and motivate Probation Department staff to complete work in a timely fashion while maintaining quality standards;
9. Ability to communicate effectively to keep the Court and subordinates informed, resolve conflicts, and develop long and short-term corrective action plans when necessary;
10. Thorough understanding of the principles of human behavior pertaining to community control;

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11. Ability to assess, de-escalate and appropriately respond to unpredictable and potentially volatile and high-risk situations;
12. Ability to work collaboratively, constructively and positively in a team environment;
13. Ability to maintain sensitive and confidential information and the highest ethical standards;
14. Possess a professional appearance and demeanor consistent with the standards and expectations of the Court;
15. Ability to obtain and maintain CCH certification.

EDUCATION and EXPERIENCE

Required: Bachelor's Degree in Criminal Justice Administration or related discipline with a minimum of five (5) years of relevant supervisory work experience, or any relevant equivalent combination of training and experience.

Preferred: Master's or professional degree (e.g., law, public administration, MBA, social work, counseling or psychology), and direct staff supervision within a community corrections environment, with increasing supervision responsibilities.

PHYSICAL DEMANDS and WORK ENVIRONMENT

The physical demands described here represent those an employee must meet to perform the essential functions of this job. The work environment characteristics described here represent those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position involves working both in a normal Court and office environment, generally with no unusual demands or exposure to hazardous situations. However, this position may occasionally have contact with clients who may be uncooperative and/or disruptive and potentially violent, requiring the ability to assess, de-escalate and appropriately respond to unpredictable and potentially volatile and high-risk situations. However, security is on the premises. Frequent contact occurs with Judges, defendants, defendants' families, co-workers, other court personnel and other agencies.

The normal hours of operation are from 8:30 AM to 4:30 PM, Monday through Friday. This position requires work beyond normal hours, including evenings and weekends. This position requires some job-related travel within and outside the State of Ohio.

APPLICATION REQUIREMENTS

Qualified applicants may be required to provide writing samples. Proof of education and employment references will be required before final interview. Valid Ohio Driver's License required. The Cuyahoga County Court of Common Pleas requires submission to a criminal history background check and drug testing for employment. Applicants must submit a **letter of interest and a resume** by **4:30 PM on Friday, September 11, 2026**, to:

Cuyahoga County Common Pleas Court
Gregory Popovich - Court Administrator
1200 Ontario Street
Justice Center - 11th Floor
Cleveland, Ohio 44113
(e-mail: infosys@cuyahogacounty.gov)

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All applicants will receive notification of their application status. No phone calls or e-mails please. Reasonable accommodation is available to all qualified employees and applicants; please contact the Director of Human Resources for Cuyahoga County Common Pleas Court at 216-443-8560.

Equal Opportunity Employer – Smoke-Free and Drug-Free Workplace

Visit the Court's website:

[Employment Opportunities | CCCCPC](#)

or

Cuyahoga County's website:

www.cuyahogacounty.gov