

**TOWN OF GILBERT  
CLASS SPECIFICATION  
Court Enforcement Supervisor**

<u>CLASS SERIES</u>	<u>BAND/GRADE/SUBGRADE</u>	<u>FLSA STATUS</u>
Court Services	C41	Exempt

**CLASS SUMMARY:**

This is a stand-alone classification in the Court Services series. Incumbent serves as a Probation Officer and supervises court enforcement staff. Responsibilities include: reviewing probation cases for violation and preparing related paperwork on findings and recommendations; performing the full-scope of probation officer duties; working with defendants regarding their case; attending court hearings; and preparing reports.

**ESSENTIAL DUTIES:**

*This class specification represents only the core areas of responsibilities; specific position assignments will vary depending on the needs of the department.*

**PERCENT OF  
TIME**

Actively participates and accomplishes organizational, departmental and workgroup goals and objectives.	Daily 100%
Exhibits a service orientation toward internal and external customers and maintains productive working relationships.	Daily 100%
Supervises staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff is trained; ensuring that employees follow policies and procedures; maintaining a safe working environment; and, making hiring, termination, and disciplinary recommendations.	Daily 15%
Reviews criminal cases for compliance to probation terms and conditions, and civil cases for compliance against sanctions imposed. Prepares documents and related paperwork to provide case review assessments, recommendations, and for filing charges. As required, testifies in court. Presents materials regarding offender's compliance with court ordered obligations, and recommends action for offender's case.	Daily 50%
Meets with offenders to discuss court ordered obligations and charges, probation requirements, and payment of fines. Provides referrals for counseling and community service. Informs offenders of probation requirements, policies, and procedures.	Daily 10%
Plans and organizes caseload. Prepares and maintains case documentation using case management and department databases.	Weekly 10%
Prepares reports on financial collections, probation caseload statistics, monthly activity and/or other related operational or activity reports.	Monthly 5%

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Prepares written standard operating procedures for Sanctions Division.	Quarterly 5%
Performs other duties of a similar nature and level as assigned.	As Required

**TRAINING AND EXPERIENCE:**

Bachelor’s Degree in Criminal Justice or related field and one year of Certified Probation Officer experience; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Prior supervisory experience preferred.

**LICENSING/CERTIFICATIONS:**

- State of Arizona Probation Officer Certification
- Valid Arizona Driver’s License

**KNOWLEDGE OF:**

- Supervisory principles, practices and techniques;
- Criminal justice system related to probation;
- Applicable Federal, state and local laws, codes, statutes, orders and rules;
- Municipal Court policies and procedures;
- Case management database systems;
- Modern office equipment.

**SKILL IN:**

- Supervising, monitoring and evaluating staff;
- Interviewing, listening, interpreting and counseling;
- Utilizing a computer and relevant software applications;
- Providing leadership;
- Resolving conflict;
- Thinking critically and utilizing analytical reasoning;
- Building cooperative relationships with internal and external agencies;
- Managing time to successfully handle caseloads;
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.

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**ADA AND OTHER REQUIREMENTS:**

Positions in this class typically require: stooping, crouching, reaching, standing, walking, lifting, fingering, grasping, talking, hearing, seeing and repetitive motions.

Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Incumbents may be subjected to operating a motor vehicle, environmental conditions such as disruptive people, imminent danger, or threatening environment.

**WORKING TITLES WITHIN CLASS SPECIFICATION:**

Court Enforcement Supervisor – C41

**NOTE:**

*The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.*

**CLASS HISTORY INFORMATION:**

*Draft prepared by Fox Lawson & Associates LLC (BS)*

*Date: (10/12)*

*Draft finalized by Gilbert Human Resources (TT)*

*Date: (05/13)*