

**SECOND JUDICIAL DISTRICT DEPARTMENT OF CORRECTIONAL SERVICES
VACANCY NOTIFICATION
Dependent upon Funding**

POSTING DATE: April 23, 2021
REASSIGN/DEMOTE
CLOSING DATE: April 28, 2021 @ 2:00pm – Internal requests for reassignment
CLOSING DATE: May 7, 2021 @ 2:00 p.m. – All Applicants
CLASSIFICATION: Probation Parole Supervisor
POSITION OPEN: 1.00 FTE
LOCATION: **Second District – Mason City**

Location	Shift	Status
Mason City Area Office to include counties of: Butler, Bremer, Cerro Gordo, Floyd, Franklin, Hancock, Mitchell, Winnebago and Worth	Salaried position, flexible and variable schedule including night, evening and weekend hours to accommodate position requirements including: being assigned weeks on the on call rotation, treatment and supervision services for clients, availability outside of normal business hours to assist other district staff and community partners, routine travel and training.	Full-time

SALARY: Schedule 000, Grade 32: **Hourly: \$29.86-\$46.19**
EMPLOYING UNIT: Non-Bargaining; Confidential

GENERAL DUTIES:

Promote inclusion and diversity in all dealings with clients, employees and community members Recruit, hire, develop and evaluate direct reports. Maintain highly effective unit operations, including assignment of work, completion of identified training and follow through on assigned administrative duties. Plan and advocate for the unit's program and staffing needs. Collaborate with unit staff to maintain a culture that is positive and productive for clients, the community and fellow District employees. Serve as a member of the district's Leadership Team. Leadership is demonstrated on a daily basis by modeling integrity, respect, and professionalism. Provide coaching and feedback regarding effective use of risk/need/responsivity principles, core correctional practices and other proven case management principles. Conduct training on all aspects of case management and best practices in community based corrections.

QUALIFICATIONS:

Graduation from an accredited four-year college or university and two years human services experience; or two years of college and four years human services experience; or two years' experience as a Probation/Parole Officer 3 Lead worker or Residential Supervisor. Plus, ability to travel to various work sites, possession of/ability to obtain a valid driver's license; insurability under District's auto insurance coverage. Additional requirements: Must be bondable.

Interviewees are required to take pre-employment assessments. Background investigation, including criminal history data, is conducted on all candidates selected for hire. Considering reasonable accommodation under the ADA, must be able to perform essential functions of the position.

All applicants must complete the Department's Application for Employment packet (include transcript).

No Resumes Will Be Accepted

DEADLINE: Applications must be received by 2:00 p.m. on above closing date.

Application materials for Employment: <http://www.2nddcs.com/> Submit to: pattee.yetmar@iowa.gov