

**VACANT POSITION**  
**DEPARTMENT: SENTENCE ENFORCEMENT**  
**OBTAIN APPLICATION: <http://spaldingcounty.com/careers>**  
**SUBMIT APPLICATION, PROOF OF EDUCATION**  
**TO: [employment@spaldingcounty.com](mailto:employment@spaldingcounty.com) or 119 E Solomon St, HR Office**  
**CLOSING DATE: Position will remain open until filled**

Job Title: Chief Deputy Probation Officer (Position #3804)  
Salary: Pay Grade 13, Hiring Rate: \$51,708.80  
Provisions of Personnel Ordinance for promotion/demotion/transfer  
Work Schedule: 8:00 am - 5:00 pm; Monday-Friday. Overtime Required

This position has been determined to be exempt under the overtime provisions of the Fair Labor Standards Act.

**MINIMUM TRAINING AND QUALIFICATIONS:** Associate degree in behavioral science, Criminal Justice, or a related field required OR 60 credit hours; this classification is considered to be an entry-level professional position, however previous work experience is preferred; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. May be required to obtain/maintain Georgia Peace Officer Standards and Training (POST) certification. Must furnish own means of transportation.

Specific Knowledge, Skills, or Abilities: Must be able to demonstrate proficiency in performance of the essential functions and learn, comprehend, and apply all County or departmental policies, practices, and procedures necessary to function effectively in the position.

**GENERAL STATEMENT OF JOB:** Under supervision of the Chief Probation Officer, is responsible for the administration and direction of Spalding County State Court and Probation personnel in the absence of the Chief Probation Officer. This is administrative/supervisory work responsible for managing the professional and clerical support personnel. Work involves criminal and traffic court cases. Reports to the Chief Probation Officer. (Overtime as needed)

**PHYSICAL REQUIREMENTS:** Must be physically able to operate a variety of automated office machines which includes computer, printer, facsimile machine, binding machine, etc. Must be able to use body members to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds frequently. Physical demand requirements are at levels of those for sedentary work. Must be able to lift and/or carry weights of twenty to forty pounds.

**ALL FUNCTIONS MAY NOT BE PERFORMED BY ALL INCUMBENTS.**

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Provides probationary supervision for a caseload of adult offenders: reviews court records and court orders; determines obligations of offenders; conducts intake interviews; collects and records case intake data; explains conditions of probation, related programs, and the consequences of probation violation; coordinates drug screening; maintains regular communication with probationers and closes cases or discharges probationers from supervision per case time limit.

Formulates case plans for offenders, establishes goals, sets/advises deadlines for conditions, provides list of providers to complete court ordered conditions, monitors and verifies compliance with probation requirements, such as restitution, community service, fine and fee payments, evaluations, courses, treatment programs, etc.

Performs duties of other court/probation personnel in their absence; participates in cross-training activities to maintain familiarity with those duties.

Schedules, prepares, and presents cases within mandated time limits; provides notification to probationers of upcoming hearings; identifies witnesses, victims, and other relevant individuals needed to appear in court; prepares required subpoenas with the assistance of the Solicitor's Office if needed., provides testimony in court; conducts case related research; and makes written recommendations for the violation order of the cases.

Attends court in person at the courthouse and the jail as needed to complete intake in the absence of court personnel. Performs intake duties; assess cases for appropriate charges; explains charges and rights to defendant; prepares and processes intake paperwork.

Confers with law enforcement officials/school officials, and/or the Department of Family and Children Services to coordinate hearings, services, and/or records concerning defendants.

Prepares/reviews various reports, records, and other documents pertinent to case load to ensure proper case management within appropriate timeframes and per established procedures receives and reviews various documentation; reviews, completes, processes, forwards or retains documentation.

Operates a computer to enter, retrieve, review or modify data, utilizing word processing, database, internet, e-mail, or other software; and operates general office or other equipment as necessary to complete essential functions.

Communicates with supervisor, other county employees, judges, attorneys, clients, law enforcement, the public, outside organizations, and other individuals as needed to coordinate services, exchange information, or resolve issues.

Assists in supervising and coordinating the work of the Spalding County State Court/Probation staff; monitors and participates in work; enforces office policies and procedures.

Assists in managing all activities concerned with the administration and operation of the Court and the Probation Office; reviews Court documents for compliance with Court policies and procedures and State requirements in the absence of the Chief Probation Officer; reviews court petitions, summons, subpoenas, Court calendars, and other related documents in the absence of the Chief Probation Officer.

Monitors Court calendar: coordinates staff to accommodate Court calendar; attends and assists in Court when scheduled or needed.

Responds to inquiries and complaints from the public and Court-related personnel regarding Court procedures, policies, personnel, or specific cases in the absence of the Chief Probation Officer.

Assists in maintaining office equipment and supplies; administers payroll in Chief Probation Officers absence; monitors and controls expenditures within approved budget and assists to ensure all expenditures are made in strict compliance with County purchasing policies and ordinances.

Processes time sheets for subcontractors; participates in meetings/conferences with subcontractors regarding schedules, work site conflicts, and crisis intervention in the absence of the Chief Probation Officer.

Serves as an educator/trainer for college intern students, new office personnel, surrounding counties court personnel.

Identifies community resources designed to meet the needs of adult offenders, refers probationers to community outreach and social service programs as needed.

Maintains and updates professional knowledge; reads new laws affecting field; attends training programs, seminars, workshops and meetings.

Delivers case paperwork to the courthouse, jail, warrant division, and other locations within Spalding County in the absence of an Administrative Assistant.

Delivers the bank deposit in the absence of an Administrative Assistant.

### **ADDITIONAL JOB FUNCTIONS**

Performs other related duties as required.

April 20, 2026  
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