

# NOTICE OF JOB OPENING

## GRANT POSITION

|                       |               |                     |               |
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| <b>Posting Begins</b> | June 16, 2022 | <b>Posting Ends</b> | July 13, 2022 |
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| <b>Position Title</b> | <b>INTENSIVE SUPERVISION SUPERVISOR</b> |
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| <b>Department</b> | Community Corrections | <b>Division</b> | Adult |
|-------------------|-----------------------|-----------------|-------|

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|---|--------------------|---|-------------|----|-----------|
|   | New Position       | X | Full-time   | 40 | Hrs./Week |
| X | Replacement        |   | Part-time A |    | Hrs./Week |
|   | Seasonal Temporary |   | Part-time B |    | Hrs./Week |

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| <b>Location of Position</b> | 812 N. 7th Street, 3 <sup>rd</sup> Floor Kansas City, KS 66101 |
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**BRIEF JOB DESCRIPTION:** This position is responsible for providing direct leadership, supervision, and oversight to designated non-supervisory level staff with the goal of community safety and offender risk reduction; will endure compliance with Kansas Department of Corrections standards, agency policies, court orders, and evidence-based practices to ensure the proper supervision of adult probationers. Duties will include, but not limited to the following: Monitors, reviews and evaluates work processes and outputs of assigned staff to ensure adherence to agency and UG policies, procedures and guidelines. Adheres to the department Code of Conduct and monitors staff compliance. Investigates personnel matters; makes recommendations regarding appropriate responses. Reviews and approves court documents and reports. Assists staff in meeting the needs of probationers with complex problems and circumstances. Provides leadership in the development of probation incentives, utilization of community resources and application of professionally sound case management principles. Handles emergency situations arising with caseloads in the absence of the probation officer. Present and available to officers, management, and the court to provide guidance and/or assistance. Conducts team and individual meetings to identify supervision and performance barriers and develop resolutions. Evaluates the performance of assigned staff on a regular basis and assists in the development of staff goals and strategies for achievement. Conducts case audits, compiles data and provides continuous staff feedback and support. Enhances and monitors staff efforts toward community safety by holding offenders accountable. Facilitates and monitors on-going customer service with the public, co-workers, and other stakeholders. Perform other job duties as assigned.

**MINIMUM QUALIFICATIONS:** Graduation from a accredited four-year college or university with a major in social sciences; Master's degree preferred; and three years' experience as an intensive supervision officer. Supervisory experience is preferred; or an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above. Must be a resident of Wyandotte County or willing to relocate within (12) months and posses a Valid Kansas Driver's License.

**SUCCESSFUL APPLICANT IS REQUIRED TO TAKE  
PRE-EMPLOYMENT PHYSICAL AND DRUG SCREEN.**

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|---------------------|---------------------------|-------------|------|--------------------|------|
| <b>Salary Range</b> | \$4,160.00-\$5,564.00/mo. | <b>PI #</b> | 6959 | <b>Class. Code</b> | 5311 |
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**Repost 6/29/22**

It is the policy of the Unified Government not to discriminate against any employee or applicant for employment because of race, color, national origin or ancestry, religion or creed, sex, age or disability. All applicants for this position who do not presently hold a safety sensitive position with the Unified Government will be required to submit to a drug test after successful bid and before actual appointment

**MUST BE A RESIDENT OF WYANDOTTE COUNTY OR WILLING TO RELOCATE.**  
**PUBLIC LAW REQUIRES ALL NEW APPOINTEES TO SUBMIT PROOF OF IDENTITY AND EMPLOYMENT ELIGIBILITY**  
*The Unified Government of Wyandotte County/Kansas City, Kansas is an Equal Opportunity Employer and values diversity in its workforce.*  
EOE