



NEW JERSEY COURTS
invites applications for the position of:

Court Services Supervisor 2 (Probation)

SALARY: Not Displayed
OPENING DATE: 09/27/17
CLOSING DATE: 10/19/17 11:59 PM
LOCATION: Monmouth Vicinage, 2407 Route 66, Ocean Township

DESCRIPTION:

Salary Information*

Minimum Salary: \$59,854.85

Maximum Salary A: \$103,921.19

Maximum Salary B: \$98,725.13

Under the direction of the Court Executive 2b, Chief Probation Officer, or other designated supervisory personnel, the selected candidate will assign, monitor, evaluate, review, lead and oversee the work activities and staff resources of a team or work unit consisting of professional, paraprofessional and/or support staff employees. The individual is responsible for assigning workloads and specific duties to staff or team members; directing and coordinating work between units or teams; communicating human resources policies, rules or regulations to team members; scheduling team members work hours or vacation time; conducting formal work performance evaluations with staff; evaluating unit or team performance; mediating staff conflicts; reviewing and correcting work of staff and checking written reports for accuracy and completeness; and providing extensive customer service to a broad range of diverse and multilingual court users. The individual will also perform other related work as required.

QUALIFICATIONS:

Graduation from an accredited college or university with a Bachelor's Degree and three (3) years of increasingly responsible professional experience, one (1) year of which shall have included experience in calendar management; supervision and monitoring and intervention with offenders; case management; enforcement of court orders and/or program administration: development, coordination, analysis, implementation, administration or research.

Substitution: Applicants who do not possess the required education may substitute additional paraprofessional and professional experience on a year for year basis with one (1) year of such experience being equal to thirty (30) semester hour credits. An Associate's Degree and two (2) years of additional paraprofessional or professional experience may be substituted for a Bachelor's Degree. A Master's Degree may be substituted for one (1) year of general experience as indicated above. A Law Degree may be substituted for two (2) years of general experience as indicated above.

SUPPLEMENTAL INFORMATION:

Note: Court Services Supervisor 2 is an unclassified position and the Judiciary has the non-reviewable right to remove employees in this position. Removed employees in this position will be permitted to return to their previously held career service title and if no prior career service title was held, the Judiciary will make good faith reasonable efforts to place the employee in another position.

Driver's License: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle is necessary to perform essential duties of the position.

Authorization to Work: US citizenship is not required. Selected candidate must be authorized to work in the US according to Department of Homeland Security, US Citizenship and Immigration Services regulations.

Special Note: Newly hired employees must agree to a thorough background check that will include fingerprinting. All data received will be kept in strict confidence except to inform the individual of the findings and what action will be taken as a result of this information.

Residency Law: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all persons newly hired by the Judiciary must establish, and then maintain, principal residence in the State of New Jersey.

Terms and conditions of employment will be governed by the applicable collective bargaining agreement.

***Minimum Salary Note:** For newly hired individuals, the starting salary will normally be at the minimum of the salary range. For current Judiciary employees, salary upon promotion or advancement will be an increase of 5% of base salary, not to exceed the maximum of the range, or the minimum salary of the band/level, whichever is greater.

***Maximum Salary Note:** Maximum Salary A is for Judiciary employees hired prior to August 29, 2015 and Maximum Salary B is for newly hired individuals or Judiciary employees hired on or after August 29, 2015.

The NJ Judiciary requires all applicants to complete the application process fully and as instructed. All applicants must complete the work experience and education sections and attach any required documents. Applications must describe all relevant work experience in detail, beginning with your current or most recent job, including military service (indicate rank), internships and job-related volunteer work, if applicable. Use a separate section to describe each position or gap in employment. Applicants who do not include or enter all relevant education history or work experience or who indicate "see resume" or enter their initials to verify that they do not possess any education history or work experience in lieu of a completed application will not be considered, unless you do not possess any education history or work experience. If you have not fully completed the application or followed the application instructions, return to your application and update any incomplete or missing information before submitting. Only applicants that follow the application instructions and submit completed applications will be considered.

The New Jersey Judiciary consists of: the Supreme Court, the Superior Court including the Appellate Division and the Trial Court of the 15 vicinages in New Jersey, the Tax Court and the Municipal Court System. The Administrative Office of the Courts provides technical assistance, operational support, training, research and development, budget and personnel coordination, and development and operation of information systems for the Courts of New Jersey.

**The Judiciary of New Jersey is an Equal Opportunity/Affirmative Action
Employer Committed to Ensuring an Open Door to Justice**

NeoGov applicant support at 1-855-524-5627 (toll free call)
Monday through Friday, 8:00 AM to 5:00 PM Pacific Standard Time (PST)

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.njcourts.gov>

Position #2017 -01586
COURT SERVICES SUPERVISOR 2 (PROBATION)
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See Above
Various Counties, NJ US
