



Division of Community Supervision East Tennessee

JOB ANNOUNCEMENT: Probation or Parole Chief, (District Director), Executive Service, Grade 034, Salary Range \$3896 to \$6233.

The District Director position acts as either a Probation or Parole Chief in overseeing and monitoring the day-to-day operations of probation or parole in a specific district or districts. The Probation or Parole Chief has responsibility for oversight of district staff providing probation or parole supervision as well as administrative responsibility for district and field offices. The position provides technical assistance and advice to field supervisors to coordinate the supervision of offenders on probation or parole, as well as other offender-related programs and activities. This position serves as the primary coordinator at the district level for the oversight and approval of fiscal and property accountability. The Probation or Parole Chief assists in the preparation of the annual budget and ensures the proper implementation of policy, human resources and budget management procedures within assigned oversight district(s).

The Chief position engages in strategic planning for the implementation of accountability strategies, both for staff and for systems, and the development and implementation of action plans to address identified issues in probation or parole supervision. This position is tasked with creating efficiencies while ensuring the fundamentals of the business are addressed each day.

The Probation Chief or Parole Chief acts as a representative of Community Supervision and the Tennessee Department of Correction in performing important public contact and liaison work with law enforcement, court representatives, legislators, community leaders, offenders, their families, victims, and the general public. The incumbent is expected to be a resource and provide support for staff at all levels of the Department of Correction.

Minimum Qualifications:

- Requires a Bachelor's Degree with three (3) to five (5) years of related administrative and supervisory experience. Prefer a degree in any of the following fields: penology, law enforcement, law, public administration, criminal justice, rehabilitation, or social work. Probation or parole experience required.
- Completion of TDOC firearms qualification course required and must carry a weapon while on duty.

To Apply: Submit the following to: BI_Community.Supervision@tn.gov.

- Letter of application, with a complete resume reflecting education and specific positions held
- Include information relative to leadership roles
- Include salary history and requirement

Closing: Applications will be accepted until the position is filled.

Pursuant to the State of Tennessee's policy of non-discrimination, the Tennessee Department of Correction (TDOC) does not discriminate on the basis of race, sex, religion, color, national or ethnic origin, age, disability, or military service in its policies, or in the admission or access to, or treatment or employment in, its programs, services or activities.