

PROBATION SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class perform probation work at a supervisory level involving the direction and supervision of four to seven Probation Officers. A Probation Supervisor may be in charge of a district office or a special unit of a probation agency of moderate size. The employee works under the general supervision of the Probation Director. Along with supervision of professional staff, the employee also may have general supervision of a number of clerical employees or volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans, assigns and is immediately responsible for the work of Probation Officers;  
 Directly supervises the work of Probation Officers in performance of intake work, pre-sentence evaluations, program planning and/or supervision of probationers;  
 Consults with Probation Officers on individual cases and provides necessary instruction;  
 Assists in the interpretation of rules and procedures for the benefit of subordinate staff;  
 Shares the responsibility for developing efficient record-keeping systems and administrative procedures;  
 Confers with judges, court personnel, attorneys, police, educational and social agency personnel and various other groups and individuals on problems and other matters with which the probation agency is concerned;  
 Oversees special projects in the area of probation research, study and development;  
 Helps to evaluate staff training needs and coordinates and/or conducts special training programs within the agency.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of modern principles and practices of probation work; good knowledge of principles underlying human behavior, growth and development; good knowledge of laws pertaining to probation and of functions and procedures of courts involved with the work of the agency; good knowledge of and skill in investigative, interviewing, case recording, and report preparation techniques as applied to probation work; good knowledge of community organization principles and practices; supervisory ability; ability to gain the confidence and cooperation of others; emotional maturity; good powers of observation, perception and analysis.

MINIMUM QUALIFICATIONS:

PROMOTION: Three years of permanent service as Probation Officer; OR one year of permanent service as a Senior Probation Officer.

OPEN COMPETITIVE: Four years experience as a Probation Officer. Graduate work in social work, law, public administration, criminal justice, sociology, or related field may be substituted for such experience on a year-for-year basis up to a maximum of two years.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

REVISED: FEBRUARY 11, 2009

CIVIL SERVICE CLASSIFICATION: COMPETITIVE