

## SENIOR PROBATION OFFICER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for advanced level professional probation work in a local probation agency. This class differs from that of a Probation Officer in that incumbents are responsible for more complex and special assignments, are assigned more difficult case evaluations in intake, investigations and have greater supervisory responsibilities. On occasion, in the absences of the Probation Director, may temporarily assume overall supervision of the probation department. Employees in this class work under the general supervision of the Probation Director with more independence of action than that granted Probation Officers, Probation Officer Trainees, clerical personnel and volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Carries out duties of a Probation Officer requiring specialized knowledge and skills; Performs all, or specialized, intake assignments; Serves as team leader where team approach is employed; Carries out special projects in the area of probation research, study and development; Develops needed community resources and maintains working relationships with community organizations and programs; Performs public relation activities on behalf of agency; 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.

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

### MINIMUM QUALIFICATIONS:

Promotion: Two (2) years of permanent service as Probation Officer.

Open Competitive: Three (3) years experience as a Probation Officer. Graduate work in social work, law, public administration, criminal justice, sociology, or a related field may be substituted for such experience on a year-for-year basis up to a maximum of two (2) years.

Adopted 1/8/81

Reviewed 8/15/98; 3/8/17

Revised 10/16/02; 9/12/07