

SUPERVISING PROBATION OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This is a first-line supervisory position in a probation department. The incumbent supervises the activities of four to seven Probation Officers or Senior Probation Officers who are responsible for the control, supervision and care of adults and juveniles subject to probation supervision or intake services which requires them to meet certain standards of conduct. The incumbent works under the general supervision of the Probation Director. Direct supervision is exercised over professional and para-professional staff. An incumbent of this position is a Peace officer and, as such, must qualify with a department issued weapon and will be required to carry a firearm on assignments. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Plans, assigns and 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; Assists in 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; Assists in the evaluation of staff training needs, coordinates and/or conducts special training programs within a agency. Monitors the work of subordinate staff in the field to help ensure safety; Reviews investigation reports and probation supervision summaries; Prepares evaluative analysis of agency programs; May use a firearm in performing duties and exercising authority pursuant to departmental policy.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern principles and practices of probation work; Thorough knowledge of the principles underlying human behavior, growth and development; Thorough knowledge of laws pertaining to probation and of functions and procedures of courts involved with the work of the agency; Thorough knowledge of effective assessment, case planning and management; 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; Good knowledge of tools used to monitor compliance with conditions of probation, such as drug and alcohol screenings, DNA sampling kits and electronic monitoring devices; Good knowledge of the powers of a Peace Officer; Ability to plan, coordinate and supervise the work of others; Ability to prepare written and oral reports; Ability to analyze and organize data and prepare records and reports; Ability to deal effectively with the public; Ability to gain the confidence and cooperation of others; Ability to use a firearm safely and effectively if so authorized; Emotional maturity; Good powers of observation, perception and analysis; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTION: Two years permanent status as a Senior Probation Officer.

OPEN COMPETITIVE:

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, with a Bachelor's degree or higher including or supplemented by thirty (30) credit hours in the social or behavioral sciences and two (2) years of experience as a Senior Probation Officer; or four (4) years of experience as a Probation Officer.

NOTE: Course work at the graduate degree level in social work, social sciences, education, administration, law, criminal justice, or a related field may be substituted for work experience for a maximum of one (1) year of experience.

Special Requirement: Possession of a current driver's license or the ability to otherwise meet the transportation requirements of the position.

NOTE: A valid New York State driver's license is required at time of appointment and maintained during employment.

NOTE: **Social science** includes areas of study concerned with humans living in relation to other humans in a social environment and such as anthropology, criminal justice, economics, geography, history, political science, psychology and sociology.

Behavioral science is a subset of social science characterized by observation of the behavior of living organisms and focused on human social behavior such as psychology, sociology, anthropology, counseling, criminal justice, gerontology, human behavior, social work/social welfare and vocational rehabilitation.

NOTE: Individuals whose duties and responsibilities include the use of a firearm must also complete training pursuant to Criminal Procedures Law, Section 2.30(3).

Adopted 4/30/98

Revised 10/16/02; 9/12/07; 2/8/18

Reviewed 3/8/17