

## 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 (4) to seven (7) 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 incumbent works under the general supervision of a probation director. Along with supervision of professional staff, may also have general supervision of a number of clerical employees, probation assistants, or volunteers. Does related work as required.

### **Typical Work Activities:**

- Plans, assigns and is immediately responsible for the work of four (4) to seven (7) probation officers;
- Directly supervises the work of four (4) to seven (7) 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;
- Assist in progressive discipline if needed;
- Capability of implementing and managing special programs;
- Reviews work of Probation Officers via computer.

### **Full Performance Knowledge, Skills, Abilities and/or Personal Characteristics:**

- Thorough 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 operate a motor vehicle;
- Ability to gain the confidence and cooperation of others;

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- Emotional maturity;
- Good powers of observation, perception and analysis
- Physical condition commensurate with the demands of the position.

**Minimum Qualifications:****OPEN COMPETITIVE:**

Four (4) 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 (2) years.

**PROMOTION:**

Three (3) years of permanent service as a probation officer; **OR**  
One year of permanent service as a Probation Officer II.

**SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:**

Possession of an appropriate valid NYS Drivers License.

01/19/81

09/20/90

10/31/05

CLASS:       COMPETITIVE