

DEPUTY PROBATION DIRECTOR (GROUP C)*

DISTINGUISHING FEATURES OF THE CLASS: This is advanced professional and administrative work involving responsibility for assisting in the overall administration and direction of the activities of a large probation department. The work is performed under the general supervision of the Director of Probation III and supervision is exercised over Probation Supervisors. An employee in this class acts for the Director of Probation III in his or her absence. Does related work as required.

TYPICAL WORK ACTIVITIES:

Assists the Director in planning, organizing, directing and coordinating activities of the agency;
Formulates plans and procedures for pre-sentence investigations and for the supervision and treatment of probationers;
Assigns and supervises the work of Probation Supervisors;
Makes studies to determine the needs of probation systems of the courts served by the department;
Develops administrative processes for record-keeping, diagnosis, interviewing and treatment;
Assists the Director in the preparation of the annual budget;
Participates in the presentation of information concerning the work of the department to various service and lay groups in the community through speeches, press and radio;
Confers with judges, court personnel, attorneys, police, educational and social agency personnel and various other groups and individuals on matters of common interest;
Assumes the duties of the Director in his or her absence.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of social casework and probation principles, practices and techniques including interviewing, investigation, supervision, record-keeping and case reporting; thorough knowledge of the laws and regulations governing probation; thorough knowledge of the habits, attitudes and behavior patterns of delinquent persons; thorough knowledge of trends and developments in the correction field and of the function and scope of a probation department; good knowledge of probation administrative practices; ability to organize, direct and coordinate services of a probation department; ability to obtain the cooperation of social work and law enforcement agencies in the rehabilitation of probationers; ability to analyze and evaluate probation reports and to make sound decisions; ability to establish and maintain cooperative relationships with others; good powers of observation, perception and analysis.

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher and three (3) years of experience in a managerial, administrative or supervisory position having responsibility for more than fifteen (15) Probation Officers in a probation agency.

*This reflects a retitling of Deputy Director of Probation III in accordance with New York State guidelines.