

PROBATION SUPERVISOR I*

DISTINGUISHING FEATURES OF THE CLASS: This is a first-line supervisory position in a probation department. The incumbent will supervise staff responsible for the control, supervision and care of adults and juveniles subject to probation investigations, supervision or intake services which requires them to meet certain standards of conduct. The incumbent may also direct the work of a moderate size staff and also oversee special projects. The work is distinguished from a Probation Officer II in that it is primarily supervisory in nature and the incumbent possesses greater independence of action. The work is performed under the supervision of a higher-level probation professional, and supervision is provided to Probation Assistants, Officers, and clerical staff. A Probation Supervisor I is a Peace Officer pursuant to Criminal Procedure Law Section 2.10 and may be authorized to carry a firearm in the performance of his/her duties. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews initial case files, plans work activities and assigns cases to subordinate staff;
Consults with and reviews the work of subordinate staff to ensure appropriate services are in place, assesses progress and revises probationer supervision plans, as needed;
Reviews and corrects written documents sent to courts including violation reports, court memorandums and pre-sentence/pre-dispositional reports;
Schedules and leads teams by reviewing warrants, providing information, instructing staff and effectuating arrests;
Explains rules, regulations, policies and procedures to subordinate staff;
Oversees the development of efficient record-keeping systems and administrative procedures;
Monitors the work of staff in the field to help ensure safety;
Confers with judges, court personnel, attorneys, police, educational and social agency personnel and various other groups and individuals on individual or departmental problems and/or other matters of concern;
Oversees management of intra and/or interstate transfers of probation supervision to ensure compliance with applicable laws, rules and regulations;
Oversees financial obligation processes to ensure compliance with applicable laws, rules and regulations;
Prepares records and reports;
May interview candidates for employment;
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 laws and rules pertaining to probation work and the functions and procedures of family and criminal courts; thorough knowledge of interviewing and investigative techniques and practices related to probation work; thorough knowledge of methods of differential supervision of probationers including the application of cognitive behavioral interventions and motivational techniques; thorough knowledge of effective assessment, case planning and management; good knowledge of special offender populations such as domestic violence offenders, sex offenders, DWI offenders, youth offenders, juvenile offenders, and juvenile delinquents; good knowledge of juvenile and adult risk and needs assessment instruments; good knowledge of the tools used to monitor compliance with conditions of probation, such as drug and alcohol screenings, DNA collection, and electronic monitoring devices; good knowledge of the rules of evidence, arrest laws and custody procedures; good knowledge of factors related to crime and delinquency; working knowledge of the provisions of the Health Insurance Portability and Accountability Act (HIPPA) regulations and policies relating to confidentiality of case record information; working knowledge of employment, training and treatment options available to probationers; ability to manage projects; ability to plan, review and supervise the work of others;

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ability to analyze and organize data and prepare records and reports; ability to communicate effectively both orally and in writing; ability to establish and maintain cooperative relationships with others; ability to understand and interpret complex written technical information including statutes, regulations, and operational procedures; ability to use a firearm safely and effectively if so authorized.

MINIMUM QUALIFICATIONS: A Bachelor's degree or higher which included or was supplemented by thirty (30) credit hours in the social or behavioral sciences** and two (2) years of experience as a Probation Officer II or four (4) years as a Probation Officer I.

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 one (1) year of the required experience.

PROMOTION: One (1) year of permanent status as a Probation Officer II.

SPECIAL REQUIREMENTS:

1. Individuals whose duties and responsibilities include the use of a firearm must also complete training pursuant to Criminal Procedure Law Section 2.30 (3).
2. Possession of a current driver's license or the ability to otherwise meet the transportation requirements of the position.

*This reflects a retitling of Supervising Probation Officer in accordance with New York State guidelines.

**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.