

SUPERVISING PROBATION OFFICER

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class perform probation work at a supervisory level involving the direction and supervision of a moderate number of probation officers. A probation supervisor may be in charge of a special unit. The work is performed under the general supervision of the Director of Probation III. General supervision is exercised over a professional staff and may include 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 a moderate number of Probation Officers;

Directly supervises the work of a moderate number of Probation Officers in performance of intake work, pre-sentence evaluations, program planning and/or supervision of probationers;

Consults with Probation Officers and Senior Probation Officers on individual cases and provides necessary instruction;

Interprets 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.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL KNOWLEDGES:

Good 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 investigative, interviewing, case recording and report preparation techniques as applied to probation work; good knowledge of community organization principles and practices; ability to supervise the work of others; ability to communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS: Four (4) years of paid work experience as a Probation Officer.

NOTE: 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: Two (2) years of permanent status as a Senior Probation Officer.

R.C.D.P. (04.03.2015) 08.23.2017
Competitive