

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Officials/Administrators
Revised: 11/21/06

DEPUTY PROBATION DIRECTOR III

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the Probation Department, and involves responsibility to assist the Probation Director III in the overall administration of services furnished by a probation agency employing between 36 and 70 probation officers at various levels. The work involves carrying out policies and establishing procedures for the effective operation of the probation program in accordance with established laws and regulations. The Deputy Director is responsible for specific individual functions, as assigned by the Director. Supervision is exercised over Department personnel, including Probation Officers. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Assists the director in planning, organizing, directing and coordinating the activities of the probation agency;
- Acts in the place of the director in his absence;
- Assists the director in the formulation and implementation of agency policies and procedures;
- Participates in community efforts dealing with the prevention and control of crime and delinquency;
- Helps to interpret policy directives and probation laws, rules and regulations to insure operational consistency;
- Assists the director in planning and overseeing the training of staff;
- Assists the director in attending to the administrative functions of the agency such as budget preparation and control, preparation of reports, and maintenance of clerical record keeping;
- Confers with judges, court personnel, attorneys, police, educational and social agency personnel and various other groups and individuals on matters of common interest;
- Assists the director in fulfilling the various public relations responsibilities of the agency.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of modern management principles and practices; comprehensive knowledge of principles underlying human behavior, growth and development; comprehensive knowledge of investigative, interviewing, case recording, and report preparation techniques as applied to probation work; comprehensive knowledge of current trends and developments in the fields of probation and correction; comprehensive knowledge of functions and procedures of courts involved with the work of the agency; comprehensive knowledge of laws and regulations pertaining to probation work; comprehensive knowledge of community organization principles and practices; ability to operate at a high administrative level in overseeing varied aspects of managing an independent professional unit of government; ability to gain the confidence and cooperation of others; emotional maturity; resourcefulness and initiative.

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MINIMUM QUALIFICATIONS:

PROMOTION: Either:

- (A) One (1) year of permanent service as a principal probation officer; **OR**
- (B) Three (3) years permanent service as a probation supervisor.

OPEN COMPETITIVE:

Three (3) years experience in a supervisory or administrative position having responsibility for more than 15 probation officers in a probation agency.