

Jurisdiction: Oneida County
Jurisdictional Class: Competitive
Revised: 9/25/96

PROBATION SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: This position exists in the County Probation Department and involves responsibility to perform probation work at a supervisory level, involving the direction and supervision of four to seven Probation Officers. A Probation Supervisor may be in charge of a district office or a special unit of a probation agency of moderate size. An employee works under the general supervision of the Director of Probation. Supervision is exercised over Probation Officers and clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Plans, assigns, and is immediately responsible for the work of Probation Officers;
Directly supervises the work of Probation Officers in the 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, education and social agency personnel, and various 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 CHARACTERISTICS:

Good knowledge of modern principles and practices of probation; 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, investigating, 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 gain the confidence and cooperation of others; emotional maturity; good powers of observation, perception and analysis; initiative; resourcefulness; good judgement.

MINIMUM QUALIFICATIONS: Twenty-four (24) months of permanent competitive status as a Senior Probation Officer **OR** forty-eight (48) months of permanent competitive status as a Probation Officer.

SPECIAL REQUIREMENT: Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.