

DEPARTMENT: PROBATION
CLASSIFICATION: COMPETITIVE
APPROVED: NOVEMBER 4, 1999

PROBATION SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class perform probation work at a supervisory level involving the direction and supervision of a number of probation officers in a local probation agency. A probation supervisor may have responsibility for a district office or a special unit of a probation agency of moderate size. The incumbent works under the general supervision of the Probation Director. Along with providing direct supervision to professional staff, the incumbent may also provide general supervision to a number of clerical employees or volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES:

1. Plans, assigns, and is immediately responsible for the work of a number of probation officers;
2. Consults with probation officers on individual cases and provides necessary instruction;
3. Assists in the interpretation of rules and procedures for the benefit of subordinate staff;
4. Assists in devising and developing efficient record-keeping systems and administrative procedures;
6. 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;
7. Oversees special projects in the area of probation research, study, and development;
8. Assists in evaluating staff training needs and coordinates and/or conducts special training programs within the agency.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern principles and practices of probation work; thorough knowledge of laws pertaining to probation and of the functions and procedures of courts involved with the work of the agency; good knowledge of principles underlying human behavior, growth and development; good knowledge of community organization principles and practices; good knowledge of and skill in investigative, interviewing, case recording and report preparation techniques as applied to probation work; 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; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTIONAL: 1. Three (3) years of permanent competitive status as a probation officer;

OPEN-COMPETITIVE: Four (4) years experience as a probation officer.

Note: Graduate work in social work, public administration, 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.