

PROBATION SUPERVISOR I

DISTINQUISHING FEATURES OF THE CLASS: This is a first-line supervisory position in a probation department. The incumbent supervises the activities of four to seven Probation Officers I or Senior Probation Officers who are responsible for the control, supervision and care of adults and juveniles subject to probation supervision or intake services which requires them to meet certain standards of conduct. A Probation Supervisor I may supervise clerical employees, Probation Assistants or volunteers. The incumbent may also direct the work of a district office or a special unit of a probation agency of moderate size and oversee special projects. The work is performed under the supervision of a higher level probation professional with moderate leeway allowed to exercise independent judgment in carrying out the details of the work. This position differs from that of a Probation Officer I or a Senior Probation Officer in that the work is primarily supervisory in nature and the incumbent possesses greater independence of action. 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-sentencing/pre-dispositional reports;
- Schedules and leads warrant 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 Probation Officer I Trainees, Probation Officers I and Probation Officers II/Senior Probation Officers in the field by to help ensure safety;
- Monitors the work of subordinate staff to ensure compliance with rules, regulations, policies and procedures;
- Interviews candidates for employment and promotion;
- 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 to the probation department;

- Prepares records and reports related to the work performed;
- 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;
- May use a firearm in performing duties and exercising authority pursuant to departmental policy.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

Thorough knowledge of interviewing and investigative techniques and practices related to probation work; Thorough knowledge of laws and rules pertaining to probation work and the functions and procedures of family and criminal courts; Thorough knowledge of methods of differential supervision of probationers including the application of cognitive behavioral interventions motivational techniques; Thorough knowledge of effective assessment, case planning and management; Good knowledge of principles and practices of supervision; Good knowledge of special offender populations such as domestic violence offenders, sex offenders, DWI offenders, youthful offenders, juvenile offenders, Persons in Need of Supervision, juvenile delinquents; Good knowledge of juvenile and adult risk and needs assessment instruments; Good knowledge of tools used to monitor compliance with conditions of probation, such as drug and alcohol screenings, DNA sampling kits and electronic monitoring devices; Good knowledge of the powers of a Peace Officer; Good knowledge of factors related to crime and delinquency; Good knowledge of social sciences, including sociology, psychology and demography; Good knowledge of social service programs and other community resources; Good knowledge of the rules of evidence, arrest laws and custody procedures; Good knowledge of the specific rules and procedures related to the agency worked in; Working knowledge of the provisions of the Health Insurance Portability and Accountability Act (HIPAA) regulations and policies relating to confidentiality of case record information; Working knowledge of the geography of the jurisdiction employed in; Working knowledge of employment, training and treatment options available to probationers; Working knowledge of firearm safety; Skill in the use of firearms where authorized; Ability to manage projects; Ability to plan, review, correct and supervise the work of others; Ability to effectuate warrants and lead a warrant team; Ability to understand and follow oral and written instructions; Ability to analyze and organize data and prepare records and reports; Ability to oversee the activities of a district office or unit of a probation department; Ability to establish and maintain effective working relationships with others; Ability to understand and interpret complex written technical information including statutes, regulations and operational procedures; Ability to communicate effectively both orally and in writing; Ability to use a firearm safely and effectively if so authorized.

OPEN COMPETITIVE MINIMUM QUALIFICATIONS:

Possession of a bachelor's degree or higher including or supplemented by thirty (30) credit hours in the social or behavioral sciences and two (2) years of experience as a Probation Officer II/Senior Probation Officer or four (4) years of experience 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 work experience for a maximum of one (1) year of experience.

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the New York State Civil Service website. You must pay the required evaluation fee.

PROMOTION QUALIFICATIONS:

One (1) year of permanent competitive class service as a Senior Probation Officer or three (3) years of permanent competitive class service as a Probation Officer I.

Special Requirement: Possession of a current driver's license or the ability to otherwise meet the transportation requirements of the position.

Note: 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.

Note: Individuals whose duties and responsibilities include the use of a firearm must also complete training pursuant to Criminal Procedures Law, Section 2.30(3). Candidates may be required to take and pass a post offer, pre-employment psychological evaluation.

Note: The class specifications including the minimum qualifications for positions in County Probation Departments are established by the Regulations of the Division of Criminal Justice Services. These class specifications are found in Title 9 NYCRR, Part 347, Appendix H-10, Standard Specifications for Professional Probation Positions.

Note: This position is allocated to the competitive class pursuant to Executive Law, section 257(1).

CATTARAUGUS COUNTY CIVIL SERVICE

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