



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title:	PROBATION SUPERVISOR I
Jurisdictional Class:	Competitive
Civil Division:	Probation Department
Adoption: CSM	1/11/89
Revised: CSM	11/10/04, 3/9/16, 11/26/19

DISTINGUISHING FEATURES OF THE CLASS:

Supervises the activities of a number of Probation Officer I employees in a local probation agency; does related work as required. Employees in this class perform probation work at a supervisory level involving the direction and supervision of 4 to 7 Probation Officer Trainees and Probation Officers I or II. A Probation Supervisor I may be in charge of a district office or a special unit of a probation agency of moderate size. He or she works under the general supervision of a Probation Director, a deputy probation director, or a principal probation officer. Along with supervision of professional staff, he/she also may have general supervision of a number of clerical employees, probation assistants, or volunteers. May be required to assume supervision of the department in the absence of the Director of Probation or as otherwise assigned.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Plans, assigns, and is immediately responsible for the work of 4 to 7 Probation Officer I employees;
Directly supervises the work of 4 to 7 Probation Officer I employees in performance of intake work, pre-sentence evaluations, program planning, and/or supervision of probationers;
Consults with those employed as Probation Officer I 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 including written and computer based records;
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 training programs within the agency; may serve as or oversee the activities of the department Staff Development Officer; demonstrates knowledge of training regulations as they relate to Probation staff;
Serves as the department's Inter and Intra-State Transfer Designee and interacts with the various officers of the Interstate Compact as it relates to the transfer of probation cases.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

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 and skill in investigative, interviewing, case recording, and report preparation techniques as applied to probation work;
Good knowledge of community organization principles and practices;
Supervisory ability;
Ability to gain the confidence and cooperation of others;
Emotional maturity;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:
(continued)

Good powers of observation, perception, and analysis;
Good knowledge of current computer operating systems and software related to programs and functions required by the department and related agencies, including interfacing with computer systems as required by related state or federal agencies;
Good organizational and time management skills;
Good writing and oral communications skills, as these skills relate to preparing required work and representing the department in Court or public settings;
Employee's physical condition shall be commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

OPEN COMPETITIVE:

Four (4) years of experience as a Probation Officer I. 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:

Three (3) years of permanent service as Probation Officer I; OR 1 year of permanent service as a Probation Officer II.

SPECIAL REQUIREMENTS:

Applicants must possess a valid New York State Driver's License at the time of appointment and maintain such throughout employment.

Applicants should show potential for leadership and seek opportunities to expand their training and education by attending related courses or seminars related to leadership, supervision, management or organizational skills.

Probation Officers are required to complete 21 hours of annual in-service training to include deadly physical force training and other specialized training related to their duties, which may include: firearms, Oleoresin Capsicum (OC) spray, defensive tactics and other topics.

Regulated Probation Titles:

Executive Law, Part 347.4, Probation Management Regulations.

Standard specifications and qualifications are set forth in appendix H-10 of the section and local civil service commissions must use the standard specifications.