



**Cayuga County Department of Human Resources
and Civil Service Commission**

JOB SPECIFICATION

Civil Service Title: **Probation Director II**
Jurisdictional Class: Competitive
Civil Division: Probation Department
Adoption: CSM 1/11/89
Revised: CSM 11/10/04; 12/10/14

DISTINGUISHING FEATURES OF THE CLASS:

Is responsible for the operation of Group II probation agency; does related work as required. The duties of this class involve responsibility for planning, organizing, and directing the activities of a probation agency having a professional staff of between 6 and 35 Probation Officers at various levels and a number of clerical and administrative employees. A Probation Director II is responsible for providing and maintaining effective probation services in accordance with established laws and regulations and receives general supervision and assistance from the State Division of Probation.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Plans, organizes, and supervises the activities of the probation agency;
Controls the work of the agency through assignments to supervisory personnel and direction and review of their performance;
Conducts staff meetings to discuss overall program and to plan more effective and efficient operating methods;
Builds cooperative working relationships with judges, court personnel, attorneys, police, educational and social agencies, and others concerned with the activities of the agency;
Plans and supervises training of staff;
Speaks to various community groups about the work of the agency, and in other ways disseminates information to the public;
Develops and implements administrative processes for intake, investigation, report preparation, case record keeping, probation supervision; and declarations of delinquency;
Oversees the maintenance of clerical and financial records, and the preparation of budgets and required reports.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Thorough knowledge of modern management principles and practices;
Thorough knowledge of principles underlying human behavior, growth, and development;
Thorough knowledge of investigative, interviewing, case recording, and report preparation techniques as applied to probation work;
Thorough knowledge of current trends and developments in the fields of probation and correction;
Thorough knowledge of functions and procedures of courts involved with the agency;
Thorough knowledge of laws and regulations pertaining to probation work;
Thorough knowledge of community organization principles and practices;
Ability to gain the confidence and cooperation of others;
Emotional maturity;
Resourcefulness and initiative.

MINIMUM QUALIFICATIONS:

PROMOTIONAL:

- One (1) year of permanent service as a Deputy Director II; OR
- Two (2) years permanent service as a Probation Supervisor.

OPEN COMPETITIVE:

- Three (3) years experience in a supervisory or administrative position in a probation agency.

The NYS DCJS Department approved the following to be used only for this vacancy:

Either:

- (A) One (1) year of experience in the title of Probation Supervisor; OR
- (B) Minimum of three (3) years of experience as a Senior Probation Officer.

SPECIAL REQUIREMENT(S):

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.