

## ASSISTANT COMMISSIONER - PROBATION

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Commissioner of Probation, an incumbent of this position serves in a managerial capacity over the service delivery of the criminal and family Courts, special divisions and support services. In addition, this position participates in the overall administration of the department. Supervision is exercised over a large number of professional and clerical employees with the assistance of other supervisory personnel. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Develops, implements and evaluates division goals, objectives, policies and procedures with a view toward improving the effectiveness and efficiency of departmental operations;

Supervises the work of Supervising Probation Officers;

Supervises and/or participates in the conduct of studies to determine the needs of the Probation system servicing the Family, County, and Supreme courts, and the Justice, City and Town courts;

Participates in planning and conducting formal in-service training classes for Probation Officers and Trainees;

Develops departmental operations and service delivery procedures;

Participates in the presentation of information concerning the department's mission and services to various service organizations and lay groups in the community;

Assists the Deputy Commissioner of Probation in the preparation of annual departmental budget requests;

Assists the Deputy Commissioner in performing internal departmental administrative work;

Attends meetings and conferences as required with federal, state and local agencies;

Participates in committees and community meetings with outside community groups, associations and organizations;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of modern management principles and practices; comprehensive knowledge of principles underlying human behavior, growth and development; comprehensive knowledge of investigative, interviewing, case recording, and report preparation techniques as applied to probation work; comprehensive knowledge of current trends and developments in the fields of probation and correction; comprehensive knowledge of functions and procedures of courts involved with the work of the agency; comprehensive knowledge of laws and regulations pertaining to probation work; comprehensive

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: (Cont'd.)

knowledge of community organizational principles and practices; ability to operate at a high administrative level in overseeing varied aspects of managing an independent professional unit of government; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to gain confidence and cooperation of others; emotional maturity; initiative; resourcefulness; good judgment, physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Bachelor's Degree\* and either:

(a) seven years experience where the primary function of the position was as a Probation Officer including three years in a supervisory, administrative or executive capacity having responsibility for Probation Officers and/or paraprofessionals in a probation agency; or (b) Master's Degree\* in Social Work, Law, Public Administration, Criminal Justice, or Sociology and six years experience as stated in (a), including the three years of supervisory experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.