

## ASSISTANT COMMISSIONER - PROBATION

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Deputy Commissioner of Probation, an incumbent of this position serves in a managerial capacity over service delivery to the criminal and family courts, special divisions and support services. Incumbents are also Peace Officers and, as such, must meet the qualifications to carry a firearm. Work also involves substantively participating 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

May access protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive)

May perform other incidental tasks, as needed.

FULL PERFORMANCE 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 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 gain confidence and cooperation of others; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; emotional maturity; initiative; resourcefulness; good judgment, physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* or equivalency diploma which included or was supplemented by thirty (30) credits\* in the social, behavioral sciences or a related field and five (5) years of experience where the primary function of the position was as a Probation Officer, three (3) years of which was in a supervisory, administrative or executive capacity having responsibility for Probation Officers and/or paraprofessionals in a level-D New York State Probation Agency or equivalent.

SUBSTITUTION: A Master's Degree\* in Social Work, Law, Public Administration, Criminal Justice, or Sociology may be substituted for one year of the required general experience. There is no substitution for the required three (3) 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.

DEFINITION: Level-D refers to a New York State Probation Agency which serves a jurisdiction having a population that exceeds 400,000.

SPECIAL REQUIREMENTS:

1. Candidates must be a citizen of the United States at time of appointment. In addition, New York State residency must be maintained for the duration of service as an Assistant Commissioner.
2. Candidates must possess a valid New York State Driver's License at time of appointment.

SPECIAL REQUIREMENTS: (Cont'd)

3. All candidates must be in compliance with the Westchester County Drug-Free Workplace Policy.
4. Assignments may necessitate carrying a firearm in the execution of duties.