

## PROGRAM ADMINISTRATOR (PROBATION INTAKE)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class performs various duties related to probation intake and pre-sentencing services. Responsibilities include intake evaluation over Family or Criminal Court cases, (including risk needs); ensuring that policies and procedures relating to the intake process are accurate, up to date and in accordance with departmental and State guidelines and regulations. Incumbents are also responsible for ensuring that continual liaison is maintained with County and local courts. Supervision may be exercised over Probation Assistants and clerical staff assigned to the unit. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Assists in the development and implementation of management goals and directives, objectives and priorities to ensure the effective operation of the Central Intake Unit;

Maintains contact and liaison between District Offices by conferring with Division Managers and Supervising Probation Officers to ensure that services are appropriately coordinated, as well as to ensure that procedures are standardized among all divisions;

Reviews Pre-sentence Investigation reports for completeness and adherence to established guidelines and procedures;

Coordinates the work of Probation Assistants and other staff to ensure the efficient operation of program services;

Screens, interviews and assigns probationers for supervision, ensuring that all appropriate records are established and maintained;

Interviews persons under supervision and probationers in order to ascertain needed information, either as part of or in follow up to intake process;

Monitors data collection and the subsequent preparation and submission of management reports;

Reviews Federal and State directives, rules, regulations and applicable laws to ensure departmental compliance and to ensure the effective operation of the unit;

Represents the Assistant Commissioner of Probation in speaking on the various program services of the Probation Department;

Maintains schedules and results for violation of probation hearings;

Monitors Inter-Intra State cases to ensure that proper records are maintained and retrieved as well as submitted to the appropriate authority.

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: 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 the functions and procedures of courts involved with the work of the agency; good knowledge of and skill in investigating, interviewing, case recording and report preparation as applied to probation work; good knowledge of community organization principles and practices; ability to supervise and coordinate the work of subordinates; ability to gain the 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; good powers of observation, perception and analysis; initiative; resourcefulness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree\* and four years experience as a Probation Officer.

SUBSTITUTIONS: Graduate level coursework\* in Social Work, Public Administration, Law, Psychology, Criminology or an acceptable related field of the Behavioral or Social Sciences may be substituted at the rate of 30 credits per year for up to a maximum of two (2) years of the required 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 Education Department 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.