

SUPERVISING PROBATION OFFICER

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class is responsible for training and supervising Probation Officers in an assigned geographical or functional unit. An incumbent of this position is a Peace Officer and, as such, must qualify with a department issued weapon and will be required to carry a firearm on assignments. Incumbents of this class are also responsible for implementing administrative policies, procedures and mandates as well as ensuring staff compliance. Supervision is exercised over a number of Probation Officers, Probation Assistants and supporting clerical staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Assigns cases to Probation Officers and ensures development of a supervision plan for the terms of the probationer;

Participates in the creation of Individual Development Plans for Probation Officer Trainees under his/her supervision to assess performance; monitors compliance with the plan;

Makes recommendations and comments to the Individual Development Plan Committee and the responsible Assistant Commissioner regarding the progress of Trainees under supervision;

Supervises the Intake process relating to cases of allegedly delinquent children, cases of non-support, neglect, family offense, conciliation, guardianship, custody, etc., which are referred to the Family Court;

Supervises field investigation procedures to ensure that home, family, employment and neighborhood factors are adequately considered in the evaluation of the case;

Confers with Probation Officers, Judges, court personnel, attorneys, police agencies, community agencies and others on plans and procedures for probationers, persons under supervision and their families;

Interviews persons under supervision and probationers when difficult problems arise;

Ensures that required training to enhance job functioning is completed;

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

Represents the department and/or speaks about the programs of the Department at meetings of service providers, civic and other meetings as assigned;

Receives complaints concerning probationers, persons under supervision, their families, and determines course of action;

Works with Probation Officers on their formal presentations to the Courts;

Ensures departmental policies and procedures, including safety practices and legal requirements are strictly adhered to;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Reviews Probation Officer caseloads and ensures mandated compliance with Division of Probation and Correctional Alternative guidelines;

Participates in employee hiring interviews;

Supervises the clerical activities of the unit;

Supervises the locating of probation violators and takes required action;

Ensures execution of warrants and insures that the involved individuals are taken to the appropriate court or custodial setting;

Supervises staff in the return of probation violators from within the state and when required, out of state;

Supervises staff in search and seizure operations involving probationers;

Ensures coordination with local police departments in matters relating to the apprehension of probation absconders;

Coordinates the appropriate dissemination of information to other supervisory staff on matters revealed through investigations;

Depending on assignment, may be responsible for the on-site management of a satellite office along with the Department of Public Works (i.e., fire alarms, building maintenance, etc.) and in coordination with the administrative management of the Department of Probation;

Carries a firearm on assignments;

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:

Thorough knowledge of modern principles and practices of probation work; thorough knowledge of principles underlying human behavior, growth and development; thorough knowledge of laws pertaining to probation and of the functions and procedures of courts; thorough 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 train and supervise; ability to gain the confidence and cooperation of others; ability to prioritize workflow; ability to demonstrate good powers of observation, perception and analysis; ability to read, write, speak, understand and communicate sufficiently in English to perform the essential functions of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, 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 three (3) years of experience as a Probation Officer in a level-D New York State Probation Agency or equivalent.

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

*SPECIAL NOTE: Education beyond the secondary level must be from an institution accredited or recognized 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 REQUIREMENT:

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 a Probation Officer.
2. Candidates must possess a valid New York State Driver's License at time of appointment.
3. All candidates must be in compliance with the Westchester County Drug-Free Workplace Policy.
4. Assignments will necessitate carrying a firearm in the execution of duties.
5. Candidates will be required to take and pass a post offer, pre-employment psychological evaluation.