

Department: Probation
Classification: Competitive
Grade: _7M/C_

SPEC DISK A4
DOCUMENT 30

PROBATION DIRECTOR I

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the operation of a Group I probation agency. The duties of this class involve responsibility for planning, directing and supervising the activities of a probation agency with up to five probation officers and a small clerical force. A probation director I is responsible for providing and maintaining probation services effectively in accordance with established laws and regulations and receives general supervision and assistance from the State Division of Probation. The incumbent does related work as required.

Note: In compliance with OSHA, this position has a potential risk of exposure to bloodborne pathogens (blood/body fluids).

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans and supervises the activities of a small probation agency;
Assigns and supervises the work of probation officers in the performance of intake work, investigations and probation supervision;
Confers with probation officers in the review and analysis of case records and investigations;
Works closely with judges, court personnel, attorneys, police, educational and social agencies and others;
Trains probation officers through review and critique of work and by use of other in-service training methods;
Speaks to community groups about the work of the agency and, in other ways, disseminates information to the public;
Develops and implements processes for intake, investigation, report preparation, case record-keeping, probation supervision, and declarations of delinquency;
Supervises maintenance of clerical and financial records and prepares budgets and reports.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern management principles and practices; good knowledge of principles underlying human behavior, growth and development; good knowledge of and skill in investigating, interviewing, case recording, and report preparation techniques as applied to probation work; good knowledge of procedures and functions of courts involved with the agency; good knowledge of

laws and regulations pertaining to probation work; good knowledge of community organization principles and practices; supervisory ability; ability to gain the confidence and cooperation of others; good powers of observation, perception and analysis; emotional maturity; resourcefulness and initiative; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

PROMOTION: Three (3) years of permanent service as probation officer or one (1) year of permanent service as a probation officer II or senior probation officer.

OPEN COMPETITIVE: Four (4) years of experience as a probation officer. Graduate work in social work, law, public administration, criminal justice, sociology, or related field may be substituted for such experience on a year for year basis up to a maximum of two (2) years.

Amended: 9/24/92