

DEPARTMENT: COUNTY
CLASSIFICATION: COMPETITIVE
GRADE: 14

SPEC DISK E1
DOCUMENT 77

PROBATION PROGRAM SUPERVISOR (Part-Time)

DISTINGUISHING FEATURES OF THE CLASS: This is non technical work involving planning, developing, and supervising individuals sentenced to the Weekend Work Program by the Courts within Essex County, such sentence is as an alternative to intermittent incarceration. The incumbent of this position would supervise weekend community work projects as determined by the Probation Department. Supervisory responsibility is to insure that the alternative to incarceration individuals diligently perform the assigned duties as required by the program. This position is under the control and supervision of the Probation Department. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: *(Illustrative Only)*

Leads and oversees community work assignments;
Plans Weekend Projects;
Conducts Court ordered drug and alcohol testing;
Maintain written records of attendance and work performance for each day;
Submits written reports for each of the program participants to the Probation Department;
Helps to establish and maintain contact with persons and organizations in the community that may provide work assignments for weekend projects;
Assists and may counsel program participants to help them maintain lawful behavior in the community;
Studies and reviews literature and other appropriate materials related to probation, criminal justice, and social work to systematically acquire related essential knowledge;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Basic knowledge of social service programs and other community resources; basic knowledge of factors related to crime and delinquency; good judgment in dealing with people; ability to understand, interpret and prepare written material; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university, or one recognized by the New York State Education Department, with a bachelors degree including at least thirty (30) credit hours in the social or behavioral sciences.

- (b) An Associates Degree in social work, law, public administration, criminal justice, sociology, or related field and two years of paid experience supervising organized programs in probation, social work, or closely related field; or
- (c) Graduation from high school or possession of an equivalency diploma and six years of progressively responsible paid experience supervising organized programs in probation, social work, or closely related field;
- (d) An equivalent combination of training and experience as defined by the limits of (a), (b), and (c).

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Eligibility for an appropriate New York State Driver's License.

Created

June 7, 2005 Board Resolution # 143