

Department: Probation
Classification: Competitive
Grade: 17

SPEC DISK BA
DOCUMENT 11

PROBATION SUPERVISOR

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility for performance of work at a supervisory level involving direct supervision of the activities of the professional staff in a small probation office. General supervision may also be exercised over the clerical employees. The work is performed under the direct supervision of the Probation Director with wide leeway for the exercise of independent judgement in applying departmental policies. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: *(Illustrative only)*

Plans, assigns, and is immediately responsible for the work of 4 to 7 probation officers;
Directly supervises the work of 4 to 7 probation officers in performance of intake work, presentence evaluations, program planning, and/or supervision of probationers;
Consults with probation officers on individual cases and provides necessary instruction;
Assists in the interpretation of rules and procedures for the benefit of subordinate staff;
Shares the responsibility for developing efficient record-keeping systems and administrative procedures;
Confers with judges, court personnel, attorneys, police, educational and social agency personnel, and various other groups and individuals on problems and other matters with which the probation agency is concerned;
Oversees special projects in the area of probation research, study, and development;
Helps to evaluate staff training needs, and coordinates and/or conducts special training programs within the agency.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

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 functions and procedures of courts involved with the work of the agency; good knowledge of and skill in investigative, interviewing, case recording, and report preparation techniques as applied to probation work; good knowledge of community organization principles and practices; supervisory ability; ability to gain the confidence and cooperation of others; emotional maturity; good powers of observation, perception, and analysis.

MINIMUM QUALIFICATIONS:

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 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.