

ADMINISTRATIVE PROBATION OFFICER

Duties and Responsibilities

This is a management class of positions with several assignment levels. The following are typical assignments within this class of positions:

Under general direction, with wide latitude for independent initiative and judgment, plans, directs, and supervises the operations of an organizational segment of the Department of Probation engaged in complex professional administrative work, such as management audit, special projects, intergovernmental relations, formulations and implementation of policies relating to the identification and development of resources to be used by probationers or of programs relating to service referral informational activities; or administration and supervision of a branch office providing probation services to the Courts of The City of New York (Family, Criminal and Supreme); or performs assignments equivalent to those described; performs related work.

Under general direction, with wide latitude for independent judgment and unreviewed action and decision, administers and directs a staff activity of the Department of Probation engaged in difficult and responsible administrative probation work, such as employee training, or performs assignment equivalent to those described; performs related work.

Under general direction, with wide latitude for independent initiative and judgment, directs and administers an organizational segment of considerable size and complexity engaged in administrative probation work such as all branches which provide probation services to the Family, Criminal and Supreme Courts within an assigned geographic area; or acts as the principal assistant to the Deputy Director for Operations; or performs assignments equivalent to those described; performs related work.

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ADMINISTRATIVE PROBATION OFFICER (continued)Duties and Responsibilities (continued)

Under executive direction, with the widest latitude for independent judgment and unreviewed action and decision, directs and coordinates the operations of a major division of the Department of Probation, such as probation services to the Family Courts or to the Criminal and Supreme Courts; or acts as Deputy Director for Operations; or is the principal assistant to the Director of Probation; or performs assignments equivalent to those described; performs related work.

Qualification Requirements

1. Graduation from an accredited college with a baccalaureate degree with a minimum of 30 credits in the social or behavioral sciences, plus five (5) years of full-time paid experience in counseling or casework in a recognized agency adhering to acceptable standards in probation, parole, social services, psychiatric or medical social work or related field, at least two (2) years of which must have been in a responsible supervisory, administrative or consultative capacity; or
2. A satisfactory equivalent combination of education and experience. A graduate degree from an accredited institution in social work, law, sociology, psychology, criminology, education, public administration or a related field may be substituted for general experience on a year for year basis up to a maximum of two years. However, all candidates must have the required specialized baccalaureate degree and the two years of responsible supervisory, administrative or consultative experience as described in "1" above.

Direct Lines of Promotion

From: Supervising Probation Officer (51860)

To: None