

SUPERVISING PROBATION OFFICER

General Statement of Duties and Responsibilities

Under general supervision, with latitude for independent or unreviewed action or decision, plans, assigns and supervises the work of a unit of Probation Officers who are responsible for performing intake work or work with family problems or generate legal and psycho-social summaries for pre-pleading or Pre-Sentence Investigations and Investigation and Report (I and R) documents, or provide diversion treatment interventions, supervision and monitoring services for probationers/respondents and/or obtaining community resources to address client needs. May perform independent, specialized and responsible staff work; performs related work.

Examples of Typical Tasks

Supervises and trains Probation Officers and Probation Officer Trainees in performance of their duties; provides expertise in assessing unusual, difficult or complex case situations.

Reviews case records prepared by Probation Officers, evaluates material and recommends further investigation or modification of records prior to the submission of case to the court. Reviews and evaluates progress of probationers under supervision.

Maintains administrative control to insure compliance with court orders and efficiency of operations.

Supervises the preparation of monthly statistical reports and other reports; reviews and recommend report revisions, when necessary.

SUPERVISING PROBATION OFFICER (continued)

Examples of Typical Tasks (continued)

Prepares periodic performance evaluations and monitors staff and leave usage.

Conducts conferences with subordinate staff to review cases, interpret rules and procedures, and plan treatment. Supervises probationers with more complex/sensitive cases.

Prepare written recommendations as an aid to the court in sentencing.

Establishes and maintains contacts and working relationships with other law enforcement and appropriate community agencies.

Assists in development of needed resources.

Receives instruction in the use of deadly physical force, firearms and other weapons.

May interview clients who present difficult and complex problems.

May be required to carry a firearm for certain assignments.

May operate a computer to review materials and literature related to probation and/or access caseload information prepared by subordinates and to prepare reports.

PROBATION OCCUPATIONAL GROUP [215]

SUPERVISING PROBATION OFFICER (continued)Qualification Requirements

1. A graduate degree from an accredited college or university with a Master or higher degree in social work, education, law, sociology, psychology, criminology, rehabilitation counseling, counseling, guidance, or a closely related field of study; and one year of satisfactory full-time experience performing casework or counseling in a recognized social work/counseling setting and adhering to acceptable professional standards in the field of probation, parole, social services, psychiatric social work, or a closely related field; or
2. A Bachelor of Social Work degree from an accredited college and two years of satisfactory full-time experience in casework or counseling as described in "1" above; or
3. A baccalaureate degree from an accredited college and three years of satisfactory full-time experience in casework or counseling as described in "1" above; or
4. A baccalaureate degree from an accredited college and two years of satisfactory full-time experience in the field of probation providing services for assigned individuals in intake, investigation, supervision or enforcement; or
5. A satisfactory combination of education and/or experience which is equivalent to "1", "2", "3" or "4" above. However, all candidates must have at least a baccalaureate degree from an accredited college. Graduate credits from an accredited college in the fields listed in "1" above may be substituted for up to one year of experience as described in "2" above on the basis of 30 graduate semester credits for one year of experience.

SUPERVISING PROBATION OFFICER (continued)

Qualification Requirements (continued)

Note

To be acceptable for meeting the qualification requirements, experience in casework and/or counseling must have involved therapeutic interaction used to modify behavior. The experience must include at least one of the following areas: (a) intake, developing and recording a psycho-social history; (b) conducting an evaluative analysis or assessment; (c) providing counseling or supportive supervision; (d) developing and implementing a treatment plan; or (e) providing referral and follow-up services. Such experience must have been gained after receipt of a baccalaureate degree. Experience as a tutor, clerk, peer counselor, leader/companion, recreational counselor, legal assistant, investigator, camp counselor or custodial supervisor is not acceptable.

Peace Officer Status

This class of positions is designated for Peace Officer status under the New York State Criminal Procedure Law. Therefore, employees must be qualified to serve as Peace Officers. Employees must also satisfactorily complete a periodic course of training in the use of deadly physical force, firearms and other weapons. Eligibility for Peace Officer status must be maintained for the duration of employment.

Direct Lines of Promotion

From: Probation Officer (51810)

To: Administrative Probation
Officer (10029)