

## **Probation Supervisor (Promotional) Tompkins County**

**Department:** Probation Department  
**Classification:** Competitive  
**Labor Grade:** Management Grade 87  
**Approved:** 09/04/74  
**Revised:** 11/90; 6/91; 10/03; 01/13; 5/13; 10/16; 6/20  
**By:** HH, Commissioner of Personnel

### **QUALIFYING EXPERIENCE FOR TAKING THE PROMOTIONAL EXAMINATION:**

Admission to this departmental promotion examination will be limited to current employees of the Tompkins County Probation department who currently hold, and have continuously held, permanent and/or contingent permanent competitive class status for **EITHER:**

- (a) Three years in the title of Probation officer; **OR**
- (b) One year in the title of Senior Probation Officer.

### **ADDITIONAL REQUIREMENT:**

The candidate must possess a valid New York State driver's license at the time of appointment and maintain such license for the duration of employment.

**Special Requirement:** Possession of a current driver's license or the ability to otherwise meet the transportation requirements of the position.

**Note:** Individuals whose duties and responsibilities include the use of a firearm must also complete training pursuant to Criminal Procedure Law Section 2.30(3).

**Note:** The class specifications including the minimum qualifications for positions in Probation Departments are established by rule and regulations of the Division of Criminal Justice Services. These class specifications are found in Title 9 NYCRR Part 347, Appendix H-10, Standard Specifications for Professional Probation Positions.

**Note:** This position is allocated to the competitive class pursuant to Executive Law Section 257(1).

**Tompkins County is committed to Equity and Inclusion. We encourage others with similar values to apply.**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a first-line supervisory position in a probation department. The incumbent supervises the activities of four to seven Probation Officer Trainees, Probation Officers or Senior Probation Officers who are responsible for the control, supervision and care of adults and juveniles subject to probation investigation, supervision or intake services which requires them to meet certain standards of conduct. A Probation Supervisor may supervise clerical employees, Probation Assistants or volunteers. The incumbent may also direct the work of a district office or a special unit of a probation agency of moderate size and oversee special projects. The work is performed under the supervision of a higher-level probation professional with moderate leeway allowed to exercise independent judgment in carrying out the details of the work. This position differs from that of a Probation Officer or a Senior Probation Officer in that the work is primarily supervisory in nature and the incumbent possesses greater independence of action. A Probation Supervisor is a Peace Officer pursuant to Criminal Procedure Law Section 2.10 and may be authorized to carry a firearm in the performance of his/her duties. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

- Reviews initial case files, plans work activities and assigns cases to subordinate staff;

- Consults with and reviews the work of subordinate staff to ensure appropriate services are in place, assesses progress and revises probationer supervision plans as needed; Reviews and corrects written documents sent to courts including violation reports, court memorandums and pre-sentencing/pre-dispositional reports;
- Schedules and leads warrant teams by reviewing warrants, providing information, instructing staff and effectuating arrests;
- Explains rules, regulations, policies and procedures to subordinate staff;
- Oversees the development of efficient record-keeping systems and administrative procedures; Monitors the work of Probation Officer Trainees, Probation Officers and Senior Probation Officers in the field by to help ensure safety;
- Monitors the work of subordinate staff to ensure compliance with rules, regulations, policies and procedures;
- Interviews candidates for employment and promotion;
- Confers with judges, court personnel, attorneys, police, educational and social agency personnel and various other groups and individuals on individual or departmental problems and/or other matters of concern to the probation department;
- Prepares records and reports related to the work performed;
- Oversees management of intra and/or interstate transfers of probation supervision to ensure compliance with applicable laws, rules and regulations;
- Oversees financial obligation processes to ensure compliance with applicable laws, rules and regulations;
- May use a firearm in performing duties and exercising authority pursuant to departmental policy.

### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of interviewing and investigative techniques and practices related to probation work; Thorough knowledge of laws and rules pertaining to probation work and the functions and procedures of family and criminal courts; Thorough knowledge of methods of differential supervision of probationers including the application of cognitive behavioral interventions motivational techniques; Thorough knowledge of effective assessment, case planning and management; Good knowledge of principles and practices of supervision; Good knowledge of special offender populations such as domestic violence offenders, sex offenders, DWI offenders, youthful offenders, juvenile offenders, Persons in Need of Supervision, juvenile delinquents; Good knowledge of juvenile and adult risk and needs assessment instruments; Good knowledge of tools used to monitor compliance with conditions of probation, such as drug and alcohol screenings, DNA collection, and electronic monitoring devices; Good knowledge of the powers of a Peace Officer; Good knowledge of factors related to crime and delinquency; Good knowledge of social sciences, including sociology, psychology and demography; Good knowledge of social service programs and other community resources; Good knowledge of the rules of evidence, arrest laws and custody procedures; Good knowledge of the specific rules and procedures related to the agency worked in; Working knowledge of the provisions of the Health Insurance Portability and Accountability Act (HIPAA) regulations and policies relating to confidentiality of case record information; Working knowledge of the geography of the jurisdiction employed in; 31 Working knowledge of employment, training and treatment options available to probationers; Working knowledge of firearm safety; Skill in the use of firearms where authorized; Ability to manage projects; Ability to plan, review, correct and supervise the work of others; Ability to effectuate warrants and lead a warrant team; Ability to understand and follow oral and written instructions; Ability to analyze and organize data and prepare records and reports; Ability to oversee the activities of a district office or unit of a probation department; Ability to establish and maintain effective working relationships with others; Ability to understand and interpret complex written technical information including statutes, regulations and operational procedures; Ability to communicate effectively both orally and in writing; Ability to use a firearm safely and effectively if so authorized.

Originally created 9/4/74