

Deputy Probation Director II (Promotional) Tompkins County

Department: Probation Department
Classification: Competitive
Labor Grade: Management Grade 88
Approved: Prob. Sup. Reclass 04/01
Revised: 05/13; 10/16
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. Applicants must currently hold, and have continuously held, at least one year of permanent and/or contingent permanent competitive class status in the title of Probation Supervisor.

SPECIAL 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.

DISTINGUISHING FEATURES OF THE CLASS:

A Deputy Probation Director II is responsible for assisting the Director with the operation of Group II probation agency. This position involves responsibility for assisting the Probation Director II with planning, organizing and directing the activities of a probation agency having a professional staff of between 6 and 35 probation officers at various levels and a number of clerical and administrative employees. The Deputy Director of Probation is authorized to act for and in the place of the Probation Director II in his or her absence. An employee in this class is responsible for assisting the Director in ensuring effective provision of probation services in accordance with established laws and regulations. The Deputy Probation Director works under the general direction of the Probation Director II in accordance with the rules and regulations outlined by the State Division of Probation. An employee in this position will also provide direct oversight and supervision to employees of the Substance Abuse Programs division. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Acts for and in place of the Probation Director II in his or her absence;
- Assists the Director with planning, organizing, directing, coordinating and supervising the activities of the probation agency;
- Assists the Director in controlling the work of the agency through assignments to supervisory personnel and direction and review of their performance;
- Provides direct oversight of departmental programs;
- Assists the Director in the formulation and implementation of agency policies and procedures;
- Conducts final interviews of all Probation Officer and Senior Probation Officer candidates and assists the Director in making hiring/appointment decisions;
- Helps to interpret policy directives and probation laws, rules and regulations to insure operational consistency;
- Acts as the primary liaison with all courts and confers with judges, court personnel, attorneys, police, educational and social agency personnel, and various other groups and individuals with a common interest in the activities of the agency;
- Assists the Director in evaluating the type and quality of service rendered by Probation Supervisors;
- Participates in the community efforts to deal with the prevention and control of crime and delinquency;
- Assists the Director with the various administrative functions of the agency, such as budget preparation and control, preparation of reports and representation at committee and board meetings;
- Attends staff meetings to discuss overall program and to plan more effective and efficient operating methods;
- Plans and supervises training of staff;
- Speaks to various community groups about the work of the agency and, in other ways, disseminates information to the public;
- Develops and implements administrative processes for intake, investigation, report preparation, case record keeping, probation supervision and declarations of delinquency;
- Oversees the maintenance of clerical and financial records, and the preparation of budgets and required reports.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of modern management principles and practices;
- Thorough knowledge of principles underlying human behavior, growth and development;
- Thorough knowledge of investigative, interviewing, case recording, and report preparation techniques as applied to probation work;
- Thorough knowledge of current trends, developments and evidence based practice in the fields of probation and corrections;
- Thorough knowledge of functions and procedures of courts involves with the agency;
- Thorough knowledge of laws and regulations pertaining to probation work;
- Thorough knowledge of community organization principles and practices;
- Ability to gain the confidence and cooperation of others;
- Emotional maturity, resourcefulness, initiative and tact are required;
- The employees physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

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