Probation Supervisor  
Tompkins County

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

MINIMUM QUALIFICATIONS:

OPEN-COMPETITIVE:

Four (4) years of 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.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

PROMOTIONAL:

Three (3) years of permanent service as a probation officer OR one (1) year of permanent service as a probation officer II or 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.

DISTINGUISHING FEATURES OF THE CLASS:

Employees in this class perform probation work at a supervisory level involving the direction and supervision of a unit of probation officers and other staff. A probation supervisor may be in charge of a satellite office or a unit of a probation agency of moderate size. S/he works under the general supervision of the Probation Director. Along with supervision of general staff, s/he also may have general supervision of a number of clerical employees, probation assistants, volunteers and interns. Supervising the activities of probation officers involves review of all outgoing work, holding case conferences and providing direction to staff regarding day to day issues that arise from supervising youth/offenders. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Plans, assigns and is immediately responsible for the work of 4 to 7 probation personnel;
- Directly supervises the work of 4 to 7 probation personnel in performance of intake work, pre-sentence 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;
- Confers with judges, court personnel, attorneys, police, education 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;
- Provides training to staff regarding core functions;
- Provides conflict resolution between staff as necessary;
- Provides client coverage for absent staff as necessary;
- Provides assistance in writing departmental policies;
- Attends meetings with community stakeholders at the request of the Director;
- Ability to understand rules pertaining to intrastate and interstate transfer cases and act as a resource to staff;
- Helps to evaluate staff training needs and coordinates and/or conducts special training programs within the agency;
- Acts as the Staff Safety Officer and coordinates the safety training of all staff;
- May be required to collect urine samples for the purpose of drug testing.
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;
- Good knowledge and understanding of addiction and other complex issues that contribute towards offending behavior;
- A high level of skill in both oral and written communication;
- Ability to supervise;
- Ability to gain the confidence and cooperation of others;
- Ability to work independently;
- Ability to work collaboratively with fellow probation staff, service providers, courts;
- Ability to act as a leader and mentor in the department to all staff;
- Ability to understand, install and monitor technology equipment used in the supervision of offenders and interpret reports;
- Ability to act and speak as a representative of the department at meetings as directed;
- Ability to analyze and respond quickly to situations that pose an immediate risk to public safety;
- Ability to prioritize workload and work efficiently under deadlines;
- Ability pay attention to detail to ensure that only high quality and accurate work is leaving the agency;
- Ability to think globally and creatively regarding complex issues;
- Ability to think critically and problem solve;
- Ability to prepare reports and collect data as directed;
- Ability and willingness to lead special projects or workgroups both within and outside the agency as it relates to departmental function;
- Ability to communicate goals and expectations of the agency clearly to staff and ensure that mission of the agency is carried out;
- Ability to evaluate job performance of staff and provide direction when necessary;
- Emotional maturity;
- Good powers of observation, perception and analysis.
- Good judgment when faced with situations that require an immediate decision;
- Must possess a high level of initiative and willingness to explore/develop/commence new programming within in the agency as directed;
- The employee’s physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodation.

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