

APPENDIX H-10

**STATE OF NEW YORK
DIVISION OF PROBATION**

**STANDARD SPECIFICATIONS
FOR
PROFESSIONAL PROBATION POSITIONS**

APPENDIX H-10

PROBATION ASSISTANT

DISTINTGUISHING FEATURES OF THE CLASS: This is a para-professional position involving responsibility for assisting probation officers in a local probation agency in selected tasks related to the various processes of probation service. An employee in this title may perform such tasks for a number of probation officers and/or may be a member of a team evaluation or supervision program. The establishment of such positions enables probation officers to concentrate to a greater extent on individual, group and community needs requiring professional attention and specifically to offer greater supportive assistance to persons serviced by the probation agency. The ratio of probation assistant positions to probation officer positions (including probation officer trainees) shall not be in excess of one to four without written approval of the State Director of Probation.

EXAMPLES OF WORK: (Illustrative only)

Assists in gathering of information for probation personnel from a variety of sources, including public and private social agencies, law enforcement agencies, courts, employers, etc.;

Assists in verification of social and legal history data pertaining to individuals serviced by the probation agency;

Assists individuals serviced by the probation agency in completing questionnaires and other documents requiring written information;

Assists in establishing or maintaining contact with persons or organizations in the community that may provide necessary resources for individuals serviced by the agency;

Assists in compiling statistical data for a variety of projects and reports;

Helps to secure information from various individuals and agencies regarding conduct and progress of probationers;

May assist in resolving technical problems of probationers or other; relating to housing, health care, employment, or other essential matters;

May make contact with petitioners or respondents to assist in correction of family support.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Basic knowledge of community resources; ability to deal with people; good judgment; ability to read and analyze written material; basic command of language and ability to communicate clearly.

ACCEPTABLE TRAINING AND EXPERIENCE: High school graduation or equivalency diploma recognized by the State of New York.

PROBATION OFFICER TRAINEE

GENERAL STATEMENT OF DUTIES: Performs varied duties related to investigation and supervision in a local probation agency while participating in a continuous in-service training program; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The trainee level is used to recruit to the probation field college graduates with a career interest in probation. Trainees receive on-the-job training while performing duties of a limited professional nature under close and continuing supervision.

Trainee appointments are for a period of one year, following which incumbents receiving satisfactory ratings will be advanced to the journeyman title without further examination.

EXAMPLES OF WORK: (Illustrative only)

Assists in the collection and analysis of social and legal history data, and in the preparation of investigation reports concerning cases pending in the courts;

Helps to supervise probationers by counseling and otherwise assisting them to maintain lawful behavior in the community;

Helps to maintain appropriate case records of persons under probation supervision;

Makes home visits and other community contacts to assist in monitoring and adherence to conditions of probation;

Helps to establish and maintain contact with persons and organizations in the community that may provide necessary resources for individuals serviced by the agency;

May assist in counseling of persons under court order to pay family support when referred by collection unit;

Attends on-the-job and special training sessions and participates in conferences and regular staff meetings;

Studies and reviews literature and other appropriate materials related to probation, criminal justice, and social work to systematically acquire essential knowledge or profession.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Basic knowledge of social sciences, including sociology, psychology and economics; basic knowledge of social service programs and other community resources; basic knowledge of factors related to crime and delinquency; good judgment in dealing with people; ability to understand, interpret and prepare written material.

ACCEPTABLE TRAINING AND EXPERIENCE:

OPEN COMPETITIVE: Bachelor's degree from a regionally accredited college or university, or one recognized by the New York State Education Department, with at least thirty (30) credit hours in the social or behavioral sciences.

PROBATION OFFICER

GENERAL STATEMENT OF DUTIES: Provides evaluation, investigation, and supervision services for persons within the jurisdiction of the courts, does related work as required.

DISTINGUISHED FEATURES OF THE CLASS: The duties require the application of modern social work techniques in making evaluations of adults or juveniles and in supervising persons on probation. A probation officer is called upon to exercise sound professional judgment in analyzing data and in making recommendations concerning court dispositions. He assists persons on probation and other persons whom the probation agency services. A probation officer works under supervision of a higher ranking professional employee and may help to supervise the work of probation assistants, probation officer trainees, or volunteers.

Appointments to this title are automatically made of probation officer trainees who have satisfactorily completed one year of services.

EXAMPLES OF WORK: (Illustrative only)

May be assigned to an intake unit to evaluate matters for adjustment at the intake level or to perform supervision of persons in lieu of court action;

Obtains and analyzes social and legal data and prepares reports in relation to matters pending in the courts concerning persons awaiting disposition of the courts;

Interprets conditions of sentence to persons placed under probation supervision, supervises such individuals by ascertaining compliance with conditions of probation, and counsels and assists them in problems related to compliance and to the maintenance of lawful behavior in the community;

Prepares progress reports on persons under supervision and periodically reviews case histories to determine degree of adjustment;

Prepares violation reports and testifies at delinquency hearings;

Establishes and maintains contact with other social and law enforcement agencies and cooperates with them in matters of mutual interest;

Helps to maintain a variety of records utilized by the probation office;

Assists in supervision of probation officer trainees, probation assistants, and volunteers.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Basic knowledge of social sciences, including sociology, psychology and economics, basic knowledge of social service programs and other community resources; basic knowledge of laws pertaining to probation work and functions and procedures of Family and Criminal courts; basic knowledge of factors related to crime and delinquency; good judgment in dealing with people; ability to understand, interpret and prepare written material.

PROBATION OFFICER ACCEPTABLE TRAINING AND EXPERIENCE:

PROMOTION: Satisfactory completion of one year service as probation officer trainee.

OPEN COMPETITIVE: Graduate degree in social work, education administration, law, sociology, psychology, criminology, or a related field; OR Bachelor's degree and two years 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 work; OR appropriate combination of experience.

PROBATION OFFICER II
SENIOR PROBATION OFFICER

GENERAL STATEMENT OF DUTIES: Undertakes special assignments and has immediate charge of complex cases in a local probation agency; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class work at an advanced professional level in a local probation agency. They are responsible for more complex assignments and more difficult case evaluations in intake, investigation and supervision activities than those assigned to regular probation officer. Employees in this class work under general supervision of a higher ranking professional employee, with more independence of action than that granted probation officers.

EXAMPLES OF WORK: (Illustrative only)

Carries out duties of a probation officer requiring specialized knowledge and skills;

Performs all, or specialized, intake assignments;

Serves as team leader where team approach is employed;

Carries out special project in the area of probation research, study and development;

Evaluates staff training needs and coordinates and/or conducts special in-service training programs for staff;

Develops needed community resources and maintains working relationships with community organizations and programs;

Performs public relation activities on behalf of agency;

Directs a volunteer program with duties or orientation, training and coordination of the work of volunteers;

Reviews investigation reports and probation supervision summaries;

Prepares evaluative analyses of agency programs.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of modern probation principles and practices; good knowledge of principles underlying human behavior, growth and development, good knowledge of and skill in investigating, interviewing, case recording, and report preparation techniques as applied to probation work; good knowledge of laws and regulations pertaining to probation work and of functions and procedures of courts involved with the work of the agency; good knowledge of community organization principles and practices; ability to gain the confidence and

cooperation of others; emotional maturity; good powers of observation, perception and analysis.

ACCEPTABLE TRAINING AND EXPERIENCE:

PROMOTION: Two (2) years of permanent service as probation officer.

OPEN COMPETITIVE: Three (3) years experience as a probation officer. Graduate work in social work, law, public administration, criminal justice, sociology, or a related field may be substituted for such experience on a year for year basis up to a maximum of two (2) years.

PROBATION SUPERVISOR

GENERAL STATEMENT OF DUTIES: Supervises the activities of a number of probation officers in a local probation agency; docs related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class perform probation work at a supervisory level involving the direction and supervision of 4 to 7 probation officers. A probation supervisor may be in charge of a district office or a special unit of a probation agency of moderate size. He works under the general supervision of a probation director, a deputy probation director, or a principal probation officer. Along with supervision of professional staff, he also may have general supervision of a number of clerical employees, probation assistants, or volunteers.

EXAMPLES OF WORK: (Illustrative only)

Plans, assigns and is immediately responsible for the work of 4 to 7 probation officers;

Directly supervises the work of 4 to 7 probation officers 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;

Shares the responsibility for developing efficient record-keeping systems and administrative procedures;

Confers with judges, court personnel, attorneys, police, educational 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;

Helps to evaluate staff training needs and coordinates and/or conducts special training programs within the agency.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: 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; supervisory ability; ability to gain the confidence and co-operation of others;

emotional maturity; good powers of observation, perception and analysis.

PROBATION SUPERVISOR ACCEPTABLE TRAINING AND EXPERIENCE:

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

OPEN COMPETITIVE: Four (4) years 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.

PROBATION DIRECTOR 1

GENERAL STATEMENT OF DUTIES: Is responsible for the operation of a Group I probation agency; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The duties of this class involve responsibility for planning, directing and supervising the activities of a probation agency with up to five probation officers and a small clerical force. A probation director I is responsible for providing and maintaining probation services effectively in accordance with established laws and regulations and receives general supervision and assistance from the State Division of Probation.

EXAMPLES OF WORK: (Illustrative only)

Plans and supervises the activities of a small probation agency;

Assigns and supervises the work of probation officers in the performance of intake work, investigations, and probation supervision;

Confers with probation officers in the review and analysis of case records and investigations;

Works closely with judges, court personnel, attorneys, police, educational and social agencies, and others;

Trains probation officers through review and critique of work and by use of other in-service training methods;

Speaks to community groups about the work of the agency and, in other ways, disseminates information to the public;

Develops and implements processes for intake, investigation, report preparation, case record-keeping, probation supervision, and declarations of delinquency;

Supervises maintenance of clerical and financial records, and prepares budgets and reports.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of modern management principles and practices; good knowledge of principles underlying human behavior, growth and development; good knowledge of and skill in investigative, interviewing, case recording, and report preparation techniques as applied to probation work; good knowledge of procedures and functions of courts involved with the agency; good knowledge of laws and regulations pertaining to probation work; good knowledge of community organization principles and practices; supervisor ability; ability to gain the confidence and cooperation of others; good powers of observation, perception and analysis;

emotional maturity; resourcefulness and initiative.

ACCEPTABLE TRAINING AND EXPERIENCE:

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

OPEN COMPETITIVE: Four (4) years 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.

PROBATION DIRECTOR II

GENERAL STATEMENT OF DUTIES: Is responsible for the operation of Group II probation agency; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: The duties of this class involve responsibility for 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. A probation director II is responsible for providing and maintaining effective probation services in accordance with established laws and regulations and receives general supervision and assistance from the State Division of Probation.

EXAMPLES OF WORK: (Illustrative only)

Plans, organizes and supervises the activities of the probation agency;

Controls the work of the agency through assignments to supervisor personnel and direction and review of their performance;

Conducts staff meetings to discuss overall program and to plan more effective and efficient operating methods;

Builds cooperative working relationship with judges, court personnel, attorneys, police, educational and social agencies, and other concerned with the activities of the agency;

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.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: 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 and developments in the fields of probation and correction; thorough knowledge of functions and procedures of courts involved 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 and initiative.

ACCEPTABLE TRAINING AND EXPERIENCE:

PROMOTION: One (1) year of permanent service as a Deputy Director II, or two (2) years permanent service as a Probation Supervisor.

OPEN COMPETITIVE: Three (3) years experience in a supervisory or administrative position in a probation agency.

PRINCIPAL PROBATION OFFICER

GENERAL STATEMENT OF DUTIES: Supervisors the activities of a number of probation supervisors in several units within a Group III or Group IV probation agency; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Positions in this class shall be created only in local probation agencies with more than 35 probation officers, including trainees (Groups III and Groups IV). The duties include responsible probation work at a supervisory level involving the immediate direction of a number of professional employees in several different units. The principal probation officer works under the immediate supervision of a deputy director, or in a Group IV agency, an assistant deputy director. The class is distinguished from that of probation supervisor in that it involves the increased supervisory responsibility of directing several units with a larger number of subordinate employees. Incumbents may also receive specific complex staff assignments.

EXAMPLES OF WORK: (Illustrative only)

Supervises a number of units of probation staff performing similar or different functions;

Within assigned area of responsibility plans, directs and coordinates the specific activities;

Instructs personnel under his supervision in techniques and procedures applicable to particular cases and assigned projects;

Helps to interpret rules and procedures for the benefit of subordinate staff;

Insures the proper operation of administrative processes related to interviewing, report preparation, case record keeping, and probation supervision;

Confers with judges, court personnel, attorneys, police, educational and social agency personnel and various other groups and individuals on problems and other matters with which the probation agency is concerned;

Individually carries out highly responsible and specialized staff assignments.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Thorough knowledge of modern management principles and practices; thorough knowledge of principles underlying human behavior growth and development; thorough knowledge of and skill in investigative, interviewing, case recording and report preparation techniques as applied to probation

work; thorough knowledge of current trends and developments in the fields of probation and correction; thorough knowledge of functions and procedures of courts involved with the agency; thorough knowledge of laws and regulations pertaining to probation work; thorough knowledge of community organization principles and practices; supervisory ability; ability to gain the confidence and cooperation of others; emotional maturity; resourcefulness and initiative.

ACCEPTABLE TRAINING AND EXPERIENCE:

PROMOTION: Two (2) years permanent service as a probation supervisor.

OPEN COMPETITIVE: Three (3) years experience in a supervisory, administrative, or executive position in a probation agency.

DEPUTY PROBATION DIRECTOR III

GENERAL STATEMENT OF DUTIES: Assists in the administration of a Group III probation agency docs related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class assist in the overall administration of services furnished by a probation agency employing between 36 and 70 probation officers at various levels. The deputy director is responsible also for specific individual functions as assigned by the director.

EXAMPLES OF WORK: (Illustrative only)

Assists the director in planning, organizing, directing and coordinating the activities of the probation agency;

Acts in the place of the director in his absence;

Assists the director in the formulation and implementation of agency policies and procedures;

Participates in community efforts dealing with the prevention and control of crime and delinquency;

Helps to interpret policy directives and probation laws, rules and regulations to insure operational consistency;

Assists the director in planning and overseeing the training of staff;

Assists the director in attending to the administrative functions of the agency such as budget preparation and control, preparation of reports, and maintenance of clerical record keeping;

Confers with judges, court personnel, attorneys, police, educational and social agency personnel and various other groups and individuals on matters of common interest;

Assists the director in fulfilling the various public relations responsibilities of the agency.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Comprehensive knowledge of modern management principles and practices; comprehensive knowledge of principles

underlying human behavior, growth and development; comprehensive knowledge of investigative, interviewing, case recording, and report preparation techniques as applied to probation work; comprehensive knowledge of current trends and developments in the fields of probation and correction; comprehensive knowledge of functions and procedures of courts involved with the work of the agency; comprehensive knowledge of laws and regulations pertaining to probation work; comprehensive knowledge of community organization principles and practices; ability to operate at a high administrative level in overseeing varied aspects of managing an independent professional unit of government; ability to gain the confidence and cooperation of others; emotional maturity; resourcefulness and initiative.

ACCEPTABLE TRAINING AND EXPERIENCE:

PROMOTION: One (1) year of permanent service as a principal probation officer; OR three (3) years permanent service as a probation supervisor.

OPEN COMPETITIVE: Three (3) years experience in a supervisory or administrative position having responsibility for more than 15 probation officers in a probation agency.

PROBATION DIRECTOR III AND IV

DISTINGUISHING FEATURES OF THE CLASS: This is a one-position class found in group III and group IV county probation agencies as defined by the New York State Division of Probation. The incumbent has overall responsibility for the administration and management of the agency, including directing the internal operations and maintaining effective working relationships to ensure compliance of agency operations with all appropriate laws and rules governing the operation of probation services. Supervision is exercised over deputy directors and administrative and supervisory personnel. This class is distinguished from group I or group II positions by the existence of a management level class, subordinate to the director, which handles the day-to-day probation-related problems, providing the director with the opportunity to allocate the majority of his time to planning, organizing and directing the agency.

The director performs related work as required of the position.

TYPICAL WORK ACTIVITIES: Directs internal operations of the probation agency through planning, organizing and reviewing the activities of individuals and units, including the development and dissemination of agency policies;

Directs service delivery operations of the agency through planning, organizing and reviewing the activities of individuals and units;

Develops and administers an agency budget;

Develops and administers an agency personnel program, including staff selection, evaluation, discipline and labor relations;

Provides for the development and maintenance of a program for staff development and training;

Maintains effective working relationships with components of the criminal justice system;

Maintains effective relationships with community groups and resources;

Has responsibility for providing descriptive, statistical or evaluative reports on agency operations or problems;

Maintains systems for recordkeeping that ensure the accuracy, availability and security of client and financial information;

Conducts agency public relations to keep interested individuals and groups aware of probation activities;

Directs the development and administration of demonstration or research grant programs.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of the principles, practices and procedures of public administration; thorough knowledge of modern management techniques; thorough knowledge of the purposes and potential of probation as a component of the justice system; thorough knowledge of governmental budget process; good knowledge of the laws, rules and regulations and policies governing probation, peace officer activities, public personnel procedures and public labor relations practices; good knowledge of principles, practices and procedures used in developing statistical and narrative reports on agency operations; ability to establish program priorities and to implement policies allocating staff resources; working knowledge of principles, practices and procedures used in establishing and maintaining an effective public relations program; skill in applying management techniques; skill in administering public programs; ability to present ideas clearly and effectively, both orally and in writing; ability to establish and maintain effective working relationships with other components of criminal justice system and public and private community groups; ability to prepare comprehensive reports; ability to plan, organize and direct the operations of an agency with 50 or more professional staff, providing diverse services; ability to establish and maintain effective lines of authority and communications; ability to review programs and establish service goals and objectives; ability to supervise the work of management level employees and unit supervisors; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

PROMOTION:

(a) One year of permanent competitive class status in the position of deputy director, assistant director, or a directly equivalent position; or

(b) Two years of permanent competitive class status in the position of principal probation officer or a directly equivalent position.

Note: The responsibilities of a directly equivalent position must substantially match the responsibilities of the specified title. A similarity in position grades or salary levels is not sufficient for the equivalency.

OPEN COMPETITIVE: Graduation from a New York State-registered or regionally accredited four year college or university with a bachelor's degree and five years of managerial experience. Managerial experience shall include either:

(a) Position having direct responsibility for 25 or more professional employees; or

(b) Positions providing comprehensive management-related services to probation agencies, including the activities of: budgetary review and analysis, organizational diagnosis, agency performance assessment, program plan analysis, and staff development programming.

Three years of the experience mentioned in (a) or (b) must have been within a probation agency.

Notes: (1) Completion of all requirements for a graduate degree in public administration, management or a related field may be substituted for one year of the above managerial experience.

(2) Completion of all requirements for a graduate degree in probation studies, criminal justice or a related field may be substituted for one year of the above probation experience.

(3) In no case may post-baccalaureate education be substituted for more than one year of the above-required experience.

ASSISTANT PROBATION DIRECTOR IV

GENERAL STATEMENT OF DUTIES: Assists in the administration of a Group IV probation agency; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Incumbents assist in the overall administration of a large division or section of a probation agency which employs at least 71 probation officers at various levels. An assistant director, under the immediate direction of a deputy director, has responsibility for the work of a number of principal probation officers. He may also be responsible for specialized duties assigned by a deputy director or the director.

EXAMPLES OF WORK: (Illustrative only)

Oversees the type and quality of services rendered by principal probation officers;

Assists a deputy director in planning, organizing, directing and coordinating the activities of a division such as family or adult division, or all activities in a specific geographical location;

May administer a special section, such as research and planning, fiscal management, manpower development, etc.;

Acts in place of a deputy director in his absence;

Assists a deputy director in the formulation and implementation of agency policies and procedures;

Is involved in performing specific assignments in the area of development and coordination of programs with public and private agencies directed toward the control and prevention of delinquent and criminal behavior;

Aids in interpreting policy directives, laws, rules, and regulations pertaining to agency work to insure operational consistency;

Assists the deputy director in attending to the administrative functions of the agency, such as budget preparation and control, preparation of reports, and maintenance of

statistical and clerical record-keeping;

Confers with judicial and non-Judicial personnel of the courts, police, prosecutors, education and social agency personnel and various other groups and individuals on matters of common interest.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Comprehensive knowledge of modern management principles and practices; comprehensive knowledge of principles underlying human behavior, growth and development; comprehensive knowledge of investigative, interviewing, case recording, and report preparation techniques as applied to probation work; comprehensive knowledge of current trends and developments in the fields of probation and correction; comprehensive knowledge of functions and procedures of courts involved with the work of the agency; comprehensive knowledge of laws and regulations pertaining to probation work; comprehensive knowledge of community organization principles and practices; ability to operate at a high administrative level in overseeing varied aspects of managing an independent professional unit of government; ability to gain the confidence and cooperation of others; emotional maturity; resourcefulness and initiative.

ASSISTANT PROBATION DIRECTOR IV ACCEPTABLE TRAINING AND EXPERIENCE:

PROMOTION: One (1) year of permanent service as a principal probation officer; OR three (3) years' permanent service as a probation supervisor.

OPEN COMPETITIVE: Three (3) years' experience in a supervisory, administrative or executive position having responsibility for more than 15 probation officers in a probation agency.

DEPUTY PROBATION DIRECTOR IV

GENERAL STATEMENT OF DUTIES: Assists in the administration of a Group IV probation agency; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class assist in the overall direction of services furnished by a large probation agency employing at least 71 probation officers at various levels. The deputy director assists in the overall administration of the agency and also is responsible for specific individual functions as assigned by the director.

EXAMPLES OF WORK: (Illustrative only)

Assists the director in planning, organizing, directing and coordinating the activities of the probation agency;

Acts in place of the director in his absence;

Assists the director in the formulation and implementation of agency policies and procedures;

Participates in community efforts dealing with the prevention and control of crime and delinquency;

Helps to interpret policy directives and probation laws, rules and regulations to insure operational consistency;

Assists the director in planning and overseeing the training of professional and administrative staff;

Assists the director in attending to the administrative functions of the agency such as budget preparation and control, preparation of reports, and maintenance of clerical recordkeeping;

Confers with judges, court personnel, attorneys, police, educational and social agency personnel and various other groups and individuals on matters of common interest;

Assists the director in attending to various public relations activities.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES: Comprehensive knowledge of modern management principles and practices; comprehensive knowledge of principles underlying human behavior, growth and development; comprehensive knowledge of current trends and developments in the fields of probation and correction; comprehensive knowledge of laws and regulations pertaining to probation work; comprehensive knowledge of functions and procedures of courts involved with the work of the agency; comprehensive knowledge of community organization principles and practices; ability to operate at a high administrative level in overseeing varied aspects of managing an independent professional unit of government; ability to establish and maintain effective public relations; emotional maturity; high degree of resourcefulness and initiative.

ACCEPTABLE TRAINING AND EXPERIENCE:

PROMOTION: One (1) year of permanent service as an assistant director IV; OR two (2) years' permanent service as a principal probation officer.

OPEN COMPETITIVE: Four (4) years' experience in a supervisory, administrative, or executive position having responsibility for more than 35 probation officers in a probation agency.

A. Probation Officer (Minority Group Specialist) Under a special dispensation from the New York State Division of Human Rights, this title may be utilized in all municipal jurisdictions which have submitted to the Division of Probation and Correctional Alternatives justification that such position is needed to address the under representation of minorities in their respective local probation departments, and have received written approval from the Division for the establishment of such a position.

1. Distinguishing characteristics. Probation Officer (Minority Group Specialist) incumbents perform the same activities and tasks as performed by Probation Officers along with the additional responsibility of identifying and relating to the specific problems encountered by minority probationers and communities upon assignment. The caseloads for these positions may, to a significant extent, be comprised of individuals who need special attention due to the socio-cultural environments from which they come.

Incumbents of these positions may provide insight which could enhance and increase county probation departments' special sensitivities, experiences and knowledge necessary to operate and to assist in the evaluation of local programs and service delivery to make them more responsive to the diverse and pluralistic populations which county probation departments serve.

2. Tasks/Activities. Incumbents will perform regular activities and tasks of Probation Officers and additional activities and tasks performed by such incumbents may include but are not to be limited to the following:

- a. Review local probation department programs, literature, forms, instructions, etc., for accessibility to minority clients.
- b. Assist in identification of programs, policies and practices which may impede effective service delivery to minority communities.
- c. Participate in special studies, assignments and research projects related to the impact of county probation department policies and practices on service delivery to ethnic minorities.
- d. Prepare written reports, with recommendations, regarding the impact of county probation department actions, decisions and requirements on service delivery to ethnic minorities.
- e. Establish and maintain relationships with minority groups and organizations on service delivery to ethnic minorities.
- f. Participate in special outreach and recruitment activities.
- g. Serve as a department resource concerning minority issues.

3. Additional Qualifications: Candidates for these positions must meet the established minimum qualification for Probation Officer and, in addition, must meet one of the requirements listed below:

- a. Completion of a major course *of study in American Indian, Black or Hispanic Culture Studies, which must have included a minimum of 24 semester credit hours; or
- b. Have had two years of close cultural association with American Indians¹, Blacks or Hispanics², or a work association in a criminal justice setting that requires advocacy for or interaction with American Indians, Blacks or Hispanics.

*From a regionally accredited college or university, or one recognized by the New York State Education Department as following acceptable education practices.

¹Person having origins in the original people of North America and who has maintained cultural identification through tribal affiliation or community recognition.

²Person of Mexican, Puerto Rican, Cuban, Central American or South American or other Spanish culture other than European.

B. Probation Officer (Spanish Speaking)

1. Distinguishing Characteristics. Probation Officer (Spanish Speaking) incumbents perform the same activities as probation officers and possess the additional skill of proficiency in the Spanish language.
 2. Additional qualifications. Candidates for these positions must meet the established minimum qualifications for Probation Officer and when considered for appointment will be required to demonstrate their proficiency in the Spanish language.
- B. Traineeships. These positions may be filled at the trainee level. Candidates for these positions must meet the established minimum qualifications for Probation Officer Trainee as well as the additional requirements as set forth in the Minority Group Specialist Parenthetical and/or the Spanish Speaking Parenthetical.
1. Person having origins in the original people of North America and who has maintained cultural identification through tribal affiliation or community recognition.
 2. Person of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture other than European.