

PROBATION UNIT SUPERVISOR

DEFINITION

Under direction, performs responsible supervisory work in overseeing a unit of Probation Officers.

DISTINGUISHING CHARACTERISTICS

This is the supervisor level in the Probation Officer series. Incumbents of this class supervise a unit of Probation Officers and perform related administrative and technical work. This class is distinguished from Probation Officer III in that incumbents of the latter class perform intensive casework or special functions, may supervise paraprofessional staff or act as lead worker over other Probation Officers, but would not supervise a unit of several Probation Officers as major job assignment.

REPORTS TO

Chief Probation Officer and/or Deputy Chief Probation Officer

CLASSIFICATIONS SUPERVISED

Deputy Probation Officers I, II, III and Probation Aides

EXAMPLES OF DUTIES

Plans, assigns, supervises and evaluates the work of subordinate Probation Officers and other staff; reviews case histories and approves recommendations on juvenile and adult referrals; advises officers on difficult or unusual circumstances. Trains new officers in court procedures, interviewing techniques and other aspects of probation work; interprets and explains departmental policies and procedures to subordinate staff. Attends court sessions to observe and evaluate performance, and to ensure that court orders are carried out; may present cases or provide additional information. Identifies staffing and other budget needs; may prepare budget requests for review by management. Confers with department management; assists in developing recommendations for policy formation and revision. Attends on-the-job training programs, academic courses, seminars, conferences and institutes. May represent the department at meetings or before community groups. May participate in grant writing activities.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move objects weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

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TYPICAL WORKING CONDITIONS

Work is performed in an office environment and in the field; continuous contact with staff and the public

DESIRABLE QUALIFICATIONS

Knowledge of:

- Principles and practices of supervision, including work planning, direction and personnel practices
- Current developments, principles and methods of adult and juvenile probation work and court procedures
- Federal, state and local law, ordinances and policies applicable to adult and juvenile custody and probation
- Laws and regulations affecting adult and juvenile probation work and the court system including the Penal code, the Welfare and Institutions code and related codes

Ability to:

- Plan, prioritize, assign and appraise the work of professional and support staff; participate in their training and development
- Evaluate investigative reports for content; analyzes alternatives, conduct research and make sound recommendations
- Establish and maintain effective working relationships with those contacted in the course of the work
- Perform the more complex professional probation work

Education:

Graduation from an accredited four-year college or university with a Bachelor's degree in psychology, sociology, criminology or related field.

Experience:

Four years of experience in the field of probation or parole work which has included at least twelve (12) months at a level equivalent to a Deputy Probation Officer III in the County of Amador.

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Special Requirements:

Possession of a valid California Driver's license issued by the California Department of Motor Vehicles

Possession of certification to meet California Penal Code Section 832 requirements regarding arrest, search, and seizure

Completion of the Basic Probation course as certified by the Board of Corrections Certificate for Deputy Probation Officer Core Training, and evidence of continued compliance with annual training requirements

Possession of CPR/First Aid Certificate

Training and background which will meet the requirements of California Government Code Sections 1029 and 1031

After appointment to the position, must complete the Supervisory Core Course as certified by the Corrections Standards Authority