

Jurisdictional Class: Competitive  
Adopted: December 18, 1973  
Revised: June 25, 2010

**PROBATION SUPERVISOR**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the performance of probation work at a supervisory level involving the direction and supervision of four to seven Probation Officers. A Probation Supervisor may be in charge of a district office or a special unit of a probation agency of moderate size. The incumbent works under the general supervision of the Probation Director. Along with supervision of professional staff, the incumbent may also have general supervision of a number of clerical employees, Probation Assistants, or volunteers. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Plans, assigns, supervises, and is immediately responsible for the work of four to seven Probation Officers in all phases of probation work;  
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.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & 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;  
Ability to plan and supervise the work of others;  
Ability to gain the confidence and cooperation of others;  
Sound judgment.

## Probation Supervisor

### **MINIMUM QUALIFICATIONS:** Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Social Work, Education, Administration, Law, Sociology, Psychology, Criminology, or a closely related field and four (4) years of experience as a Probation Officer; or
- (b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and six (6) years experience as a Probation Officer; or
- (c) An equivalent combination of training and experience as defined above in (a) and (b).

**NOTE:** Graduate work in Social Work, Law, Public Administration, Criminal Justice, Sociology, or related field may be substituted for above experience on a year-for-year basis up to a maximum of two (2) years.

**SPECIAL REQUIREMENT:** Certain assignments made to employees of this class will require reasonable access to transportation to meet field work requirements in the ordinary course of business in a timely and efficient manner.

Position regulated by New York State Division of Probation and Correctional Alternatives.