

DEPUTY PROBATION DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for assisting in the overall administration of services provided by a county probation agency. Work is performed under the direction of the Probation Director with leeway for independently performing most job tasks. Supervision is exercised over clerical and professional employees operating at various levels.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

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

Acts in the place of the Director in his or her 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.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-

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TERISTICS: 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 the 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 confidence and cooperation of others; emotional maturity; resourcefulness and initiative.

MINIMUM QUALIFICATIONS: Three (3) years of experience in a supervisory or administrative position having responsibility for more than seven (7) probation officers in a probation agency.