

**PROBATION DIRECTOR II**

**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 six (6) and thirty-five (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.

**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.*

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

Controls the work of the agency through assignments to supervisory 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 relationships with judges, court personnel, attorney, police, educational and social agencies and others 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 recordkeeping, probation supervision and declarations of delinquency;

Oversees the maintenance of clerical and financial records and the preparation of budgets and

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required reports.

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

**TERISTICS:** 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.

**MINIMUM QUALIFICATIONS:****OPEN COMPETITIVE**

Candidate must have thirty-six (36) months experience in a supervisory or administrative position in a probation agency.

**PROMOTIONAL:**

Candidate must have thirty-six (36) months permanent competitive class status as a Probation Supervisor in the Sullivan County Probation Department.

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Reviewed: November 2, 1991  
Jurisdictional Class: Competitive  
Public Hearing:N/A  
NYS Civil Service Commission Approval:N/A