



Office of Human Resources
Probation Officer Supervisor - CN1997
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General Statement of Duties

Performs supervisory duties over a probation unit, which includes establishing operating procedures and assisting in administering a probation program.

Distinguishing Characteristics

This class is distinguished from Senior Probation Officer, which performs full-performance level professional work providing case management by interviewing/investigating/counseling and referring clients for probation; preparing pre-sentencing reports and other documents for the court. This class is also distinguished from Electronic Monitoring Probation Officer series, which provide a safe environment for the community through performing 24/7 hours on-call monitoring of and providing a structured environment for court assigned offenders.

Level of Supervision Exercised

Supervises two (2) or more employees who do not supervise.

Essential Duties

Supervises the work of probation officers, clerical staff and other assigned personnel in the processing of probations.

Plans/schedules/coordinates/assigns work and establish goals/priorities for subordinate employees.

Reviews work upon completion for adherence to guidelines and standards.

Resolves problems encountered by employees during the course of the assignment.

Develops/implements required training programs and trains staff in day to day operations.

Maintains a caseload of individuals placed on probation.

Develops/implements development plans to provide cross training of employees, specific job related training, and other approaches to provide opportunities for staff flexibility and development

Implements and interprets policies/procedures developed by higher level managers. Develops/recommends/coordinates the implementation of new procedures for the assigned function.

Develops goals, documents performance, provides performance feedback and formally evaluates the work of the employee; provides reward and recognition for proper and efficient performance. Assists staff to achieve performance standards and identifies opportunities for continual improvement to performance standards.

Initiates/recommends disciplinary action for employees as necessary.

Interviews and selects staff reporting directly to this position and assists with other interviews as required. Assists in the development of departmental budgets.

Any one position may not include all of the duties listed. However, the allocation of positions will be determined by the amount of time spent in performing the essential duties listed above.

Competencies

Decision Making - Makes sound, well informed, and objective decisions; perceives the impact and implications of decisions; commits to action, even in uncertain situations, to accomplish organizational goals; causes change.

Delivering Results - Sets high standards for quality, quantity, and timelines. Focuses on customer needs and satisfaction. Consistently achieves project goals.

Coaching - Provides others with clear direction, motivates, and empowers. Recruits staff of a high caliber and provides staff with development opportunities and coaching.

Influencing - Collaborates with, persuades and influences others.

Reading - Understands and interprets written material, including technical material, rules, regulations, instructions, reports, charts, graphs, or tables; applies what is learned from written material to specific situations.

Writing - Recognizes or uses correct English grammar, punctuations and spelling; communicates information in a succinct and organized manner; produces written information, which may include technical material that is appropriate for the intended audience (preparing professional reports that clearly express and convey ideas and concepts).

Knowledge & Skills

Knowledge of laws, legal codes, court procedures, precedents, legal practices and documents, government regulations, executive orders, agency rules, government organizations and functions, and the democratic political process.

Knowledge of research techniques sufficient to be able to determine what information is needed, secure and analyzes desired information, and formulate logical recommendations.

Knowledge of interviewing techniques sufficient to be able to obtain and/or verify necessary information.

Knowledge of techniques and objectives of probation counseling and relative court procedures sufficient to be able to adequately counsel probationers.

Skill in assessing physical and mental condition of clients through diagnostic testing and interviews.

Skill in recognizing non standardized situations and preparing recommendations for problem resolution.

Education Requirement

Bachelor's Degree in Psychology, Sociology, Human Services, Corrections, or a related field.

Experience Requirement

Three (3) years of experience in case writing and investigation, or in case work and counseling in areas such as probation, prison, alcohol and drug abuse, domestic violence, or related fields including one year experience as a project leader or lead worker on an interim basis.

Education & Experience Equivalency

Additional appropriate type/level of experience may be substituted for the minimum education requirement on a one year for one year basis except one year experience as a project leader or lead worker. Additional appropriate type and level of experience may be substituted for the minimum education requirement on a one year for one year basis.

Licensure & Certification

By position, requires a valid Driver's License at the time of application.

By position, possession of Alcohol and Drug Evaluating Specialist (ADES) Certification from the State of Colorado at the time of application. Possession of ADES Certificate is required by the completion of probation period.

Licenses and certifications must be kept current as a condition of employment.

Working Environment

Subject to varying and unpredictable situations
Handles emergency or crisis situations
Subject to many interruptions
Subject to long irregular hours
Potential exposure to dangers of assaults/hazards.

Level of Physical Demand

1-Sedentary (0-10 lbs.)

Physical Demands

(Physical Demands are a general guide and specific positions will vary based on working conditions, locations, and agency/department needs.):

Sitting: Remaining in the normal seated position

Lifting: raising or lowering objects weighing no more than 10 pounds, from one level to another.

Carrying: Transporting an object, usually by hand, arm, or shoulder
Stooping: Bending the body by bending spine at the waist

Handling: Seizing, holding, grasping or otherwise working with hand(s)
Talking: Expressing or exchanging ideas by means of spoken words.
Eye/hand/foot coordination: Performing work through using two or more

Far Acuity: Ability to see clearly at 20 feet or more

Near Acuity: Ability to see clearly at 20 inches or less

Field of Vision: Ability to see peripherally

Ability to adjust vision to bring objects into focus

Color Vision: Ability to distinguish and identify different colors.

Background Check Requirement

Criminal Check

Employment Verification

By position, Motor Vehicle Record

Education Verification

Licenses/Certification

Assessment Requirement

Professional Supervisor

Probation Period

Six (6) months.

Class Detail

Pay Grade: N-812

FLSA Code: N

Established Date: 9/21/2018

Established By: LS

Revised Date:

Revised By:

Class History: