

ASSISTANT PROBATION DIRECTOR
(Formerly known as ASSISTANT COMMISSIONER – PROBATION)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Deputy Probation Director, an incumbent of this position serves in a managerial capacity over service delivery to the criminal and family courts, special divisions and support services. Incumbents are also Peace Officers pursuant to Criminal Procedure Law Section 2.10 and, as such, must meet the qualifications to carry a firearm. Work also involves substantively participating in the overall administration of the department. Supervision is exercised over a large number of professional and clerical employees with the assistance of other supervisory personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Develops, implements and evaluates division goals, objectives, policies and procedures with a view toward improving the effectiveness and efficiency of departmental operations;

Supervises the work of Probation Supervisors 1;

Supervises and/or participates in the conduct of studies to determine the needs of the Probation system servicing the Family, County, and Supreme courts, and the Justice, City and Town courts;

Participates in planning and conducting formal in-service training classes for Probation Officers and Trainees;

Develops departmental operations and service delivery procedures;

Participates in the presentation of information concerning the department's mission and services to various service organizations and lay groups in the community;

Assists the Deputy Probation Director in the preparation of annual departmental budget requests;

Assists the Deputy Probation Director in performing internal departmental administrative work;

Attends meetings and conferences as required with federal, state and local agencies;

Participates in committees and community meetings with outside community groups, associations and organizations;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments

May access protected health information (PHI) in accordance with departmental assignments and guidelines defining levels of access (i.e. incidental vs. extensive)

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of principles and practices of administrative supervision; thorough knowledge of interviewing and investigative techniques and practices related to probation work; thorough knowledge of laws and rules pertaining to probation work and the functions and procedures of family and criminal courts; thorough knowledge of methods of differential supervision of probationers including the application of cognitive behavioral interventions and motivational techniques; thorough knowledge of effective assessment, case planning and management; thorough knowledge of special offender populations such as domestic violence offenders, sex offenders, DWI offenders, youthful offenders, juvenile offenders, persons in need of supervision and juvenile delinquents; thorough knowledge of juvenile and adult risk and needs assessment instruments; thorough knowledge of the specific rules and procedures related to the department worked in; thorough knowledge of the powers of a Peace Officer; thorough knowledge of tools used to monitor compliance with conditions of probation, such as drug and alcohol screening DNA collection, and electronic monitoring devices; good knowledge of the geography of the jurisdiction employed in; good knowledge of social sciences, including sociology, psychology and demography; good knowledge of employment, training and treatment options available to probationers; working knowledge of the provisions of the Health Insurance Portability and Accountability Act (HIPAA) regulations and policies relating to confidentiality of case record information; working knowledge of firearm safety; skill in the use of firearms where authorized; ability to administer special projects; ability to plan, review, correct and supervise the work of others; ability to understand and follow oral and written instructions; ability to analyze and organize data and prepare records and reports; ability to oversee the activities of a district office or unit of a probation department; ability to establish and maintain effective working relationships with others; ability to understand and interpret complex written technical information including statutes, regulations and operational procedures; ability to communicate effectively both orally and in writing; ability to use a firearm safely and effectively if so authorized.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* or higher which included or was supplemented by thirty (30) credits* in the social, behavioral sciences or a related field and either** (a) one (1) year of experience as a Probation Director (Group C), two (2) years of experience as a Probation Director (Group B); or (b) two (2) years of experience as a Probation Director (Group A), Deputy Probation Director (Group C or B), or Probation Supervisor 2/Principal Probation Officer or equivalent experience in a probation agency.

SUBSTITUTION: A Master's Degree* in Social Work, Social Sciences, Education, Administration, Law, Criminal Justice, or a related field may be substituted for one year of the required general experience.

*SPECIAL NOTES:

1. Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

SPECIAL NOTES: (Cont'd)

2. Social science includes areas of study concerned with humans living in relation to other humans in a social environment and such as anthropology, criminal justice, economics, geography, history, political science, psychology and sociology.
3. Behavioral science is a subset of social science characterized by observation of the behavior of living organisms and focused on human social behavior such as psychology, sociology, anthropology, counseling, criminal justice, gerontology, human behavior, social work/social welfare and vocational rehabilitation.

SPECIAL REQUIREMENTS:

1. Candidates must be a citizen of the United States at time of appointment. In addition, New York State residency must be maintained for the duration of service as an Assistant Commissioner.
2. Candidates must possess a valid New York State Driver's License at time of appointment.
3. All candidates must be in compliance with the Westchester County Drug-Free Workplace Policy.
4. Individuals whose duties and responsibilities include the use of a firearm must also complete training pursuant to Criminal Procedures Law Section 2.30(3). Assignments may necessitate carrying a firearm in the execution of duties.

**NOTE The class specifications including the minimum qualifications for positions in Probation Departments are established by rule and regulations of the Division of Criminal Justice Services. These class specifications are found in Title 9 NYCRR Part 347, Appendix H-10, Standard Specifications for Professional Probation Positions.

DEFINITION: Level-D refers to a New York State Probation Agency Serving a jurisdiction with a population that exceeds 400,000.

West. Co.
J.C.: Competitive
SSLR

Job Class Code: E0649
Job Group: XV