

DEPUTY PROBATION DIRECTOR III

GENERAL STATEMENT OF DUTIES: Assists in the administration of a Group III probation agency; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class assist in the overall administration of services furnished by a probation agency employing between 36 and 70 probation officers at various levels. The deputy director is responsible also for specific individual functions as assigned by the director.

EXAMPLES OF WORK: (Illustrative only)

Assists the director in planning, organizing, directing and coordinating the activities of the probation agency;
Acts in the place of the director in his 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.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

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 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 the confidence and cooperation of others;
Emotional maturity; Resourcefulness and initiative.

ACCEPTABLE TRAINING AND EXPERIENCE:

PROMOTION

One (1) year of permanent service as a Principal Probation Officer; OR three (3) years permanent service as a Probation Supervisor.

OPEN-COMPETITIVE

Three (3) years experience in a supervisory or administrative position having responsibility for more than 15 probation officers in a probation agency.