

Job Title: SUPERVISOR

Grade 16 – NE

Job Location: District Office

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Major Duties:

Under limited supervision, this position is responsible for coordinating, directing, and supervising daily activities and employees within a specialized unit, district field service division or satellite office. This position retains and exercises general probation officer duties and responsibilities, however, the position entails specifically assigned administrative tasks tailored to fit the needs of a particular district and/or the needs of the Chief Probation Officer. The work is performed under the direction of the Chief Probation Officer or Chief Deputy Probation Officer and involves direct supervisory responsibility over the work product and activities of a defined group of employees. Perform related work as required.

Typical Examples of Work Performed: (A position may not be assigned all the duties listed, nor do the listed examples include all the duties that may be assigned.)

Assume responsibility for the daily operation of a specialized unit, district field service division or satellite office, under the direction of the Chief Probation Officer or Chief Deputy Probation Officer.

Plan, organize, assign, and direct the work activities of staff within a specialized unit, district field service division or satellite office, to facilitate the attainment of the district's work goals and to ensure consistent application of System/district policies, procedures, and guidelines.

Train staff within a specialized unit, district field service division or satellite office, in practices, policies and procedures associated with the supervision and investigation of offenders, and monitor their compliance with System standards.

Consult with the Chief Probation Officer and/or Chief Deputy Probation Officer regarding the specific needs of a specialized unit, district field service division or satellite office, and the performance of employees contained therein.

Conduct presentence/predisposition reports and/or supervise an active caseload in accordance with System standards.

Sign employee time sheets, expense vouchers, mileage logs; approve comp time and authorize payment of claims as the Chief Probation Officer or Chief Deputy Probation Officer directs.

Assist the Chief Probation Officer or Chief Deputy Probation Officer in completing case file reviews.

Supervisor (cont.):

Qualifications for the job:

Meet basic requirements for selection as a Probation Officer Trainee and continue to meet the requirements of a Probation Officer.

Knowledge, skills and abilities required on the job:

Ability to cultivate a good working relationship with the court system and other criminal justice agencies.

Ability to assume a leadership role; show loyalty to his/her supervisor(s) and be respected by subordinates.

Expertise in all areas of Probation work.

Willingness to learn and perform administrative tasks.

Desire to grow professionally through in-service education, seminars, training programs, etc.

Good written and oral communication skills.

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