

Please post conspicuously

**OTSEGO COUNTY HAS THE FOLLOWING VACANCY:**

**Probation Department**  
***Probation Director II***  
**\$55,000 - \$69,000**

**DATED: July 7, 2017**

**EXTENDED LAST DAY FOR FILING: August 21, 2017**

**GENERAL STATEMENT OF DUTIES:** Responsible for the operation of Group II probation agency; does related work as required.

**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 6 and 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 Office of Probation and Correctional Alternatives.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Plans, organizes and supervises the activities of the probation agency;
- Controls the work of the agency through assignments to supervisor 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 relationship with judges, court personnel, attorneys, police, educational and social agencies, and other 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 record-keeping, probation supervision; and declarations of delinquency;
- Oversees the maintenance of clerical and financial records, and the preparation of budgets and required reports.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:** 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.

**PROMOTIONAL QUALIFICATIONS:** Bachelor's degree from a regionally accredited college or university, or one recognized by the New York State Education Department, with at least thirty (30) credit hours in social or behavioral sciences and two (2) years permanent service as a Probation Supervisor in Otsego County.

**MINIMUM QUALIFICATIONS:** Bachelor's degree from a regionally accredited college or university, or one recognized by the New York State Education Department, with at least thirty (30) credit hours in social or behavioral sciences and three (3) years experience in a supervisory or administrative position in a probation agency.

**SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:**

Possession of a valid NYS driver's license and acceptable driving record is required at time of appointment and maintenance of such license is required throughout employment.

At time of appointment, Public Officers Law Section 3 requires incumbents in this position to reside within the County of Otsego at all times during their employment in this title.

CLASSIFICATION: Competitive