OHIO CLASSIFICATION SPECIFICATION
Developed for Equal Opportunity

NEW 23 [illegible] 1994

CLASS TITLE:	CODE:
Probation Officer Supervisor	01115
MAJOR AGENCIES: Probation Departments	**JURISDICTION:** County

FUNCTION: Under administrative direction from assistant chief or chief probation officer, directly supervises probation officers, students &/or volunteers (i.e., who perform all responsibilities of paid probation officers) engaged in regular probation work or delivery of specialized services, investigates background of current or previous criminal offenders & writes related reports &/or monitors activities/behavior of clients, attends &/or conducts meetings, seminars/workshops &/or serves on committees, attends &/or testifies in court hearings, performs research, special investigations &/or court related activities, represents department in public relations, liaison activities &/or writes correspondence, assists in administering probation department & monitors, assists &/or trains volunteers not having all responsibility of paid probation officers; may act as polygraph examiner or alcoholism counselor; may functionally or directly supervise clerical staff; may perform clerical & intake/reception duties when necessary; PERFORMS RELATED DUTIES AS REQUIRE

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
1	33-39	Directly supervises probation officers or students &/or volunteers (i.e., who have all responsibilities of paid probation officers) engaged in regular probation work or delivery of specialized services (i.e., plans, assigns, reviews & monitors work to ensure timeliness, quality & quantity of work & office is adequately staffed, evaluates work performance, provides counseling & personal support, disciplines staff &/or recommends discipline to higher-level authority, orients new staff on unit or department operations, authorizes leave & arranges & coordinates training programs/sessions or trains staff in specific area of expertise), accompanies staff members on assignment &/or assists with difficult cases, intervenes in dangerous or sensitive situations (e.g., violent probationers, conflicts between client & assigned probation officer), interviews applicants & recommends selection, coordinates &/or schedules testing for job applicants &/or incumbents, coordinates & develops orientation exams to assess knowledge & expertise of probation officer & recommends placement of officer in specific unit based on exam results, formulates policies, procedures, goals & objectives for unit staff, recommends changes in department policies or procedures, interprets, explains & enforces department policies & procedures, prepares unit budget, authorizes unit expenses, allocates county automobiles to probation officers, records	Knowledge of (1) probation work methods & philosophies, (2) behavioral & social sciences, (3) counseling, (4) interviewing, (5) supervision, (6) budgeting & financial accountability, (7) management, (8) departmental policies & procedures*; skill in (9) use of firearm*; ability to (10) define problems, collect data, establish facts & draw valid conclusions, (11) use statistical analysis, (12) prepare &/or review meaningful, accurate & concise reports, forms & records concerning data, people or things, case histories & correspondence, (13) coordinate & administer probation program, (14) establish & maintain good rapport with clients & their families, (15) develop & write policies & procedures, (16) establish friendly atmosphere as unit or program supervisor.

*Developed after employment

UNUSUAL WORKING CONDITIONS: Requires travel; may be exposed to clients displaying erratic &/or combative behavior; may be on call 7 days per week, 24 hours per day.

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* Completion of undergraduate major core coursework in criminal justice/criminology or law enforcement, or social work or behavioral & social sciences (e.g., sociology or psychology) as required by technical school, university or four-year college plus: 1000 hrs. training in probation work methods & philosophies (or 12 mos. exp. in working with

TRAINING & DEVELOPMENT: May be required to obtain polygraph examiner certificate or alcoholism counselor certificate.

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CLASS TITLE: Probation Officer Supervisor

NEW 23 DEC 1984

MAJOR AGENCIES: Probation Departments

CODE: 01115

JURISDICTION: County

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
		&/or approves staff travel requests &/or records, inventories, orders &/or stocks supplies & equipment & resolves or assists in resolving intra-office conflicts, complaints &/or grievances.	
2	25-31	Investigates background of current or previous criminal offenders through reviewing court orders &/or pre-interview forms, interviewing criminal offenders, probationers &/or ex-probationers to obtain information for court reports, contacting &/or meeting with victims of criminal acts to exchange information regarding probationers &/or to write victim impact statement, contacting references to obtain or verify information, contacting &/or meeting with insurance companies &/or government agency representatives to exchange information regarding damages & restitution, operating video display terminals to locate &/or verify criminal records, researching legal documentation such as police reports & criminal or traffic records to verify information regarding investigations, compiles information, writes investigative reports (e.g., post sentence, capias) & analyzes & assesses investigative information to formulate disposition recommendations (e.g., rules & conditions of probation bond amounts) for judges &/or assists in monitoring or monitors activities &/or behavior of assigned juvenile or adult clients (e.g., develops case plan for rehabilitation &/or treatment of clients & explains rules & conditions of probation with clients; develops &/or modifies payment plans for restitution, court costs, fines &/or child support for clients; collects & records restitution payments & reviews &/or maintains receipts for same; refers clients to social service agencies depending upon needs & assists in obtaining food, clothing &/or shelter; arranges work release employment or	Knowledge of 1, 2, 3, 4, 6, 8*, (17) social work, (18) available community resources*, (19) alcohol & drug abuse & treatment, (20) legal process*, (21) law*, (22) public relations; skill in 9, (23) operation of video display terminal*, (24) use of urinalysis equipment*; ability to 10, 12, 14, (25) read & interpret variety of technical materials, (26) cooperate with co-workers on group projects, (27) handle routine & sensitive telephone & face-to-face contacts & inquiries with public law enforcement officials, judges, attorneys, community resource representatives & government officials.

*Developed after employment

UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* juvenile or adult offenders slated for or granted probation); 300 hrs. training in supervision (or 3 mos. exp.); 3 courses or 300 hrs. training in budgeting & financial accountability (or 3 mos. exp.); 300 hrs. training in management (or 3 mos. exp. in coordinating & planning

TRAINING & DEVELOPMENT:

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NEW 23 DEC 1984

MAJOR AGENCIES: Probation Departments

CODE: 01115

JURISDICTION: County

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
		community service work & monitors work attendance; visits or calls work sites &/or homes; visits bars, night clubs &/or pool rooms, arrests &/or assists law enforcement officials in arrest of probation violators; escorts &/or transports prisoners or probationers; obtains urine samples from clients & sends to laboratory for testing or operates urinalysis machine to determine drug or alcohol content of clients; evaluates chemical dependency problems of clients & recommends treatment plans) & prepares & maintains records & reports related to caseload.	
3	8-14	Attends &/or conducts meetings, seminars, workshops &/or serves on committees.	Knowledge of 1, 6, 8*, 18*, 22; ability to 10, 12, 25, 26, 27.
4	6-12	Recommends issuance or issues warrants for arrest of probation violators; attends court hearings to observe or testify or represent department; interprets court orders &/or proceedings for client; files legal documents against probationers; contacts &/or meets with attorneys &/or judges to discuss probation cases; investigates special situations (e.g., jail conditions, client response to law changes) for judge &/or home & family situations to recommend child custody & visitation rights in divorce settlement hearings; testifies at state legislative committee or sub-committee hearings; acts as language interpreter among defendants, witnesses, judges & attorneys; performs bailiff or other court related duties; performs assignment commissioner duties (e.g., locates attorneys for defendants, schedules court time, supervises mailing of trial notices); reviews & interprets judicial cases regarding probation laws; researches & compares data (e.g., wages, procedures, insurance policies) for assignment & applicability for department; reviews probation, management &/or legal resource materials (e.g., books, magazines).	Knowledge of 1, 2, 3, 4, 8*, 17, 18*, 20*, 21*, 22; skill in 9*; ability to 10, 12, 14, 25, 26, 27.

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UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* probation programs or assisting in developing policies & procedures for probation program or specialized services); 300 hrs. training in alcohol & drug abuse & treatment (or 3 mos. exp. working with persons who are alcohol & drug abusers); 1 course in counseling (or 1 mo. exp.);

TRAINING & DEVELOPMENT:

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CLASS TITLE: Probation Officer Supervisor

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MAJOR AGENCIES: Probation Departments

CODE: 01115

JURISDICTION: County

RANK	% OF TIME	JOB DUTIES	MAJOR WORKER CHARACTERISTICS
5	4-10	Represents department with general public, consultants, organizations, schools, government officials &/or probation, parole &/or prison representatives &/or media to maintain favorable public relations, to coordinate activities, to provide &/or exchange information, to explain program operations, to answer inquiries &/or to respond to complaints; contacts &/or meets with landlords, salespersons &/or maintenance service representatives to arrange for maintenance, purchases &/or solution to probation department building problems; writes correspondence or prepares same for higher-level authorities; compiles & writes department newsletter.	Knowledge of 1, 2, 8*, 17, 20*, 21*, 22; ability to 10, 12, 14, 25, 26, 27.
6	2-8	Assists chief probation officer in planning & direction of programs & operations & in formulating, implementing & enforcing policies & procedures for department &/or develops policies & procedures for unit/division; coordinates &/or conducts managerial research; develops &/or revises forms for unit &/or department use; compiles & writes periodic reports reflecting unit, division or department activities & operations; assists in preparation of department budget; assists in monitoring department expenditures &/or monitors unit/division expenditures.	Knowledge of 1, 5, 6, 7, 8*, 18*, 22; ability to 12, 15, 26.
7	1-7	Monitors, assists &/or trains volunteers or students not having all responsibilities of paid probation officer (e.g., recruits, screens, investigates background of &/or selects) volunteers &/or college interns; assesses skills, interests & assigns to probation staff; orients & trains; evaluates performance; disciplines &/or terminates; assists in performance of duties).	Knowledge of 1, 3, 4, 8*, 22, (28) functional supervision; ability to 10, 13, 27, (29) speak before technical & non-technical audiences.

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UNUSUAL WORKING CONDITIONS:

MINIMUM CLASS REQUIREMENTS: *(including license, if any.)* 1 course in interviewing (or 1 mo. exp.); 1 course in public relations (or 1 mo. exp.); or equivalent. Valid Driver's License.

TRAINING & DEVELOPMENT:

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