

PROBATION DIRECTOR (GROUP B)



Accepting applications
for an upcoming vacancy
of Probation Director B.

**APPLICATION DEADLINE IS
JANUARY 24TH, 2025.**

CONTACT

ONTARIO COUNTY HUMAN RESOURCES
FOR ADDITIONAL INFORMATION



(585) 396-4465

Probation Director (Group B)

2025 Salary Range: \$109,651 - \$124,963 / year.

QUALIFICATIONS: County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

MINIMUM QUALIFICATIONS- OPEN COMPETITIVE:

Possession of a Bachelor's degree, or higher, including or supplemented by thirty(30) credit hours in the social or behavioral sciences AND one (1) year of full-time paid experience, or its part-time equivalent, as a Deputy Probation Director (Group C or D) OR two (2) years of experience as a Probation Director (Group A), Deputy Probation Director (Group B), OR Probation Supervisor II/Principal Probation Officer, OR three (3) years of experience as a Probation Supervisor I; OR equivalent experience in a probation agency.

Note: Course work at the graduate degree level in social work, social sciences, education, administration, law, criminal justice, or a related field may be substituted for work experience for a maximum of one (1) year of experience.

PROMOTIONAL QUALIFICATIONS:

One (1) year of permanent competitive class service as a Deputy Probation Director (Group B), or Probation Supervisor II/Principal Probation Officer, or two (2) years of permanent competitive class service as a Probation Supervisor I immediately in Ontario County Department of Probation.

Special Requirement – Driver's License: Possession of a current driver's license or ability to otherwise meet the transportation requirements of the position.

See full job specification for more details.

LATERAL TRANSFERS

- Candidates interested in a Lateral Transfer, please complete the Transfer Request form and submit via email to HR@ontariocountyny.gov. Please be sure to include current resume with your email.

PROVISIONAL APPOINTMENT CANDIDATES

- NOTE: Candidate will be initially appointed on a provisional basis pending a civil service exam to be held later. To gain permanent status, the candidate must apply for the next exam and be successful according to the Civil Service Rule of Three.

WE OFFER:

- Zero cost high deductible health insurance and low-cost co-pay plan options with funded HRA or HSA.
- 13 Paid holidays.
- New employees start with five annual leave days.
- EAP and tuition assistance available.



APPLY TODAY!



www.ontariocountyny.gov

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MINIMUM QUALIFICATIONS - OPEN COMPETITIVE: Possession of a Bachelor's degree, or higher, including or supplemented by thirty (30) credit hours in the social or behavioral sciences AND one (1) year of full-time paid experience, or its part-time equivalent, as a Deputy Probation Director (Group C or D) OR two (2) years of experience as a Probation Director (Group A), Deputy Probation Director (Group B), OR Probation Supervisor II/Principal Probation Officer, OR three (3) years of experience as a Probation Supervisor I; OR equivalent experience in a probation agency.

Note: Course work at the graduate degree level in social work, social sciences, education, administration, law, criminal justice, or a related field may be substituted for work experience for a maximum of one (1) year of experience.

SPECIAL NOTE: EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

PROMOTION QUALIFICATIONS:

One (1) year of permanent competitive class service as a Deputy Probation Director (Group B), or Probation Supervisor II/Principal Probation Officer, or two (2) years of permanent competitive class service as a Probation Supervisor I immediately in Ontario County Department of Probation.

Special Requirement – Driver's License: Possession of a current driver's license or ability to otherwise meet the transportation requirements of the position.

Note: Individuals whose duties and responsibilities include the use of a firearm must also complete training pursuant to Criminal Procedure Law Section 2.30(3).

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.

DISTINGUISHING FEATURES OF THE CLASS: This is the highest-level management position in a Group B probation department. The incumbent is responsible for planning, organizing, directing, coordinating and controlling the activities of the department in a manner which ensures the provision and maintenance of effective probation services in accordance with established laws and regulations. The work is performed under the general oversight of the New York State Division of Criminal Justice Services, Office of Probation and Correctional Alternatives. The incumbent typically reports to the chief executive officer of the county. This position differs from that of a Probation Director (Group A) and a Probation Director (Group C or D) in that a Probation Director (Group B) is employed in a larger probation department than a Probation Director (Group A) and a smaller probation department than a Probation Director (Group C or D). A Probation Director (Group B) is a Peace Officer pursuant to Criminal Procedure Law Section 2.10 and may carry a firearm in the performance of his/her duties. The incumbent will perform all related duties as required.

Continued on Page 2

PROBATION DIRECTOR (GROUP B)TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans, organizes and supervises the activities of the probation department;
 Controls the work of the department through assignments to management and supervisory level staff and directing and reviewing their performance;
 Develops and implements administrative processes, policies and/or procedures related to probation functions including, but not limited to intake, investigation and reports case management, probation supervision and graduated responses and violations of probation;
 Develops and administers a department budget;
 Confers with the Human Resources Department regarding personnel matters and makes decisions as appropriate regarding matters including, but not limited to employee hiring, counseling and discipline;
 Prepares and forwards reports related to the work performed to the New York State Division of Criminal Justice Services, Office of Probation and Correctional Alternatives;
 Confers and/or meets with heads of other state and local departments and service providers regarding the delivery of probation services;
 Confers and/or meets with probation directors/commissioners of other departments to advance the goals of professional probation practice;
 Conducts staff meetings to discuss program goals, objectives and performance and plan more effective and efficient operations;
 Ensures the maintenance of case records and financial obligation records and establishes appropriate related policies;
 Plans, coordinates and supervises staff training and development;
 Confers and/or meets with or judges, court personnel, attorneys, other law enforcement, educational and social agencies and other entities involved with probation activities to help ensure cooperative working relationships;
 Represents the department in meeting with various community groups regarding the agency's activities, disseminating information and maintaining effective relationships with community groups and resources to foster effective collaboration;
 Coordinates with county leadership to respond to media inquiries regarding probation department activities;
 May use a firearm in performing duties and exercising authority pursuant to departmental policy.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES AND PERSONAL CHARACTERISTICS:

thorough knowledge of management principles and practices; thorough knowledge of principles and practices of second level 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 the principles underlying human behavior, growth and development; thorough knowledge of the specific rules and procedures related to the jurisdiction worked in; thorough knowledge of current trends and developments in the fields of probation and community corrections; 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, juvenile delinquents; thorough knowledge of juvenile and adult risk and needs assessment instruments; good knowledge of the provisions of the Health Insurance Portability and Accountability Act (HIPAA) regulations and policies relating to confidentiality of case record information; good knowledge of management principles and practices; good knowledge of the local government budget process; good knowledge of community resources; 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 fiscal internal controls principles governing financial obligations and department operations; working knowledge of firearm safety; skill in the use of firearms where authorized;

Continued on Page 3

PROBATION DIRECTOR (GROUP B)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES AND PERSONAL CHARACTERISTICS:
(CONTINUED): ability to interpret and apply basic statistics; ability to apply management techniques and plan, organize and direct the operations of the department; ability to plan and supervise the work of others; ability to develop and administer a budget; ability to establish and maintain effective working relationships; ability to understand and interpret written technical information including statutes, regulations and operational procedures to ensure effective practice and departmental compliance; ability to communicate effectively both orally and in writing; ability to use a firearm safely and effectively if so authorized.

APPROVED: JUNE 20, 2011

REVISED: MAY 28, 2019 by Title 9 NYCRR Part 347, Appendix H-10; 3/21/24

CIVIL SERVICE CLASSIFICATION: COMPETITIVE, pursuant to Executive Law Section 257(1).

ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES