

**DEPUTY DIRECTOR OF PROBATION (OPERATIONS)**

**Duties and Responsibilities**

This is a management class of positions. Incumbent also performs related work.

Under executive direction, with the widest latitude for independent judgment and unreviewed action and decision, directs and coordinates all operational functions of the Department of Probation, such as probation services to the Family and Adult Courts or to the Criminal and Supreme Courts; identifies and prepares professional guidelines for various mandated functions which are distributed to all staff members in the form of work manuals, guidelines, and statements of executive policies and procedures; plans, organizes, directs and coordinates ongoing activities within the Family and Adult Courts in the Criminal and Supreme Courts; analyses and reviews pilot projects and evaluates all programs and personnel within all operational divisions; maintains liaison with various outside personnel and agency personnel on matters of common interest relating to the management and delivery of probation services; develops short, intermediate, and long range goals and objectives for the Department's activities.

**Qualification Requirements**

1. A baccalaureate degree from an accredited college and four years of full-time experience in probation services, social work, criminal justice, investigations or a related field, at least 18 months of which must have been in an administrative, managerial, executive or supervisory capacity; or
2. Education and/or experience equivalent to "1" above. A graduate degree from an accredited institution in social work, sociology, psychology; criminal justice or a related field may be substituted for general experience on a year for year basis for up to a maximum of two years. However, all candidates must have the 18 months of experience in an administrative, managerial, executive or supervisory capacity.

**Lines of Promotion**

None. This class of positions is in the Non-Competitive Class.