



**DUTCHESS COUNTY  
CLASS SPECIFICATION**

**Deputy Director of Probation and  
Community Corrections (Group C)**

DATE ADOPTED: 01/01/1978

LAST REVISION: 11/30/2023

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**DISTINGUISHING FEATURES OF THE CLASS:**

This is a management level position in a Group C probation department, serving a jurisdiction, outside New York City (NYC), having a population of greater than 300,000 and no more than 399,999, or containing fifty or more professional probation officer positions at various levels in a department which serves a jurisdiction with a population of less than 400,000. Where the population of the jurisdiction served is greater than 300,000, the position is jurisdictionally classified as non-competitive as specified by Executive Law §257(6)(a). The incumbent assists a Probation Director (Group C) in the administration of the department primarily by supervising and managing the work of Probation Supervisor II/Principal Probation Officers and/or Probation Supervisor I's. The incumbent also assists the Probation Director (Group C) in the planning, organization, direction and coordination of the department. He or she may also directly oversee the activities of a division within the probation department. The work is performed under the general supervision of a Probation Director (Group C) with extensive leeway allowed to exercise independent judgment in carrying out the details of the work. The position of Deputy Probation Director (Group C) typically differs from that of a Deputy Probation Director (Group B or Group D) in that the Deputy Probation Director (Group C) is employed in a larger probation department than a Deputy Probation Director (Group B) and a smaller probation department than a Deputy Probation Director (Group D). A Deputy Probation Director (Group C) is a Peace Officer pursuant to Criminal Procedure Law Section 2.10 and may be authorized to carry a firearm in the performance of his/her duties. The incumbent will perform all related duties as required.

**TYPICAL WORK ACTIVITIES:**

1. Assists a Probation Director (Group C) in planning, organizing and supervising the activities of the department including planning, assigning and supervising the work of subordinate staff;
2. Assists a Probation Director (Group C) in developing and administering a departmental budget by approving certain expenditures, reviewing personnel and non-personnel needs/costs and recommending requests for appropriations;
3. Assists a Probation Director (Group C) in developing and administering an agency personnel program, including staff selection, evaluation, discipline and labor relations;
4. Assists a Probation Director (Group C) in developing and implementing administrative processes, policies and procedures for intake, investigation, report preparation, case management, probation supervision and declaration of delinquency;
5. Assists a Probation Director (Group C) in conducting or conducts staff meetings to discuss program goals, objectives and performance and plan more effective and efficient operations;
6. Assists a Probation Director (Group C) in planning and supervising staff training and development;
7. Assists a Probation Director (Group C) with the public relations responsibilities of the department including meeting with various community groups regarding the agency's activities, disseminating information and maintaining effective relationships with community groups and resources;
8. Acts in the place of a Probation Director (Group C) in his/her absence;
9. Maintains systems for recordkeeping that ensure the accuracy, availability and security of client and financial information;
10. Confers with a Probation Supervisor II or a Probation Supervisor I regarding the delivery of probation services;
11. Oversees the maintenance of case records and financial obligation records and establishes appropriate related policies
12. Confers and/or meets with judges, court personnel, attorneys, other law enforcement, educational and social agencies and other entities involved with probation activities to help ensure cooperative working relationships;



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13. Researches grants;
14. May oversee the activities of a division within the probation department;
15. May coordinate with county leadership to respond to media inquiries regarding probation department activities; and
16. May use a firearm in performing duties and exercising authority pursuant to departmental policy.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge of the principles and techniques of investigation, interviewing, case recording and report preparation as they apply to probation activities; 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 current trends and developments in the fields of probation and community corrections; Thorough knowledge of methods of differential supervision 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 and juvenile delinquents; Thorough knowledge of juvenile and adult risk and needs assessment instruments; Thorough knowledge of the specific rules and procedures related to the department worked in; Thorough knowledge of management principles and practices; 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 the provisions of the Health Insurance Portability and Accountability Act (HIPAA) regulations and policies relating to confidentiality of case record information; Working knowledge of the local government budget process; Working knowledge of grant funding and resources available for researching grants; Skill in the use of firearms where authorized; Ability to apply management techniques and plan, organize and direct the operations of an agency of the size employed in; Ability to plan, supervise and manage the work of others; Ability to help develop and administer a budget; Ability to research grants; Ability to help develop and administer a personnel program; Ability to establish and maintain effective working relationships; Ability to understand and interpret complex written technical information including statutes, regulations and operational procedures; Ability to communicate effectively both orally and in writing; Ability to use a firearm safety and effectively if so authorized.

**OPEN COMPETITIVE MINIMUM QUALIFICATIONS:**

(For appointment to positions in the non-competitive class\* or when filled by open-competitive appointment):

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, with 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 experience as a Probation Director (Group B), two (2) years of experience as a Probation Director (Group A), Deputy Probation Director (Group B), Probation Supervisor II/Principal Probation Officer 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.



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**NOTE: Social science** includes areas of study concerned with humans living in relation to other humans in a social environment and such as anthropology, criminal justice, economics, geography, history, political science, psychology and sociology.

**Behavioral science** is a subset of social science characterized by observation of the behavior of living organisms and focused on human social behavior such as psychology, sociology, anthropology, counseling, criminal justice, gerontology, human behavior, social work/social welfare and vocational rehabilitation.

**PROMOTION QUALIFICATIONS:**

(For appointment to competitive class positions):

One (1) year of permanent competitive class service as a Probation Supervisor II or three (3) years of permanent competitive class service as a Probation Supervisor I.

**SPECIAL REQUIREMENT:** 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.

**NOTE:** \*One position of Deputy Probation Director (Group C) shall be allocated to the non- competitive class as provided for by Executive Law Section 257(6)(a) in a non- NYC county with a population of more than three hundred thousand. All other positions of Deputy Probation Director (Group C) are found in the competitive class pursuant to Executive Law Section 257(1).

**COUNTY USE ONLY:**

<b>BARGAINING UNIT/GRADE: MGMT- 7/MG</b>		<b>JURISDICTIONAL CLASSIFICATION: Competitive</b>	
<b>EEO Category: Officials/Administrators</b>	<b>FLSA Code: Exempt</b>	<b>WC Code: 8810 - Clerical</b>	<b>NYSLRS Job Code: 04500E</b>
<b>REVISION HISTORY: 05/01/75 9/15/95 06/10/97 (Deputy Probation Director II) 10/29/01 05/30/20 (per appendix H-10 Title 9 NYCRR) (formally Deputy Director of Probation and Community Corrections) 11/30/23</b>			