

## **PROBATION/PAROLE SUPERVISOR**

### **GENERAL STATEMENT OF DUTIES:**

Responsible for supervision of a large number of field services staff or of staff working in several program areas. This class may also be applicable for residential supervisory staff if the majority of supervision is in case management.

In smaller districts that do not have an Assistant Director or Division Manager position(s), the Supervisor may also serve as the chief assistant to the District Director and be designated as the Department's Acting Director in the Director's absence.

### **CRITERIA:**

1. Supervises seven or more staff who work in three or more program areas on a regular basis.
2. The Supervisor position may also be used in districts with large urban areas and program specialization where the supervisor has responsibility for only one program area but supervises more than ten (10) employees.

### **EXAMPLES OF WORK:** (illustrative only)

Ensures that staff will fully utilize the ICON system. Extracts and utilizes information from ICON to manage program and service delivery.

Implements Department policies and procedures to insure delivery of pretrial, presentence, probation, and parole services.

Assists staff in establishing objectives, monitors staff performance, conducts personnel evaluations, and performs caseload audits.

Reviews and approves reports (presentence investigations, violation reports, travel permits, etc.)

Provides direct casework services to clients in the absence of Probation/Parole Officer.

Provides case consultations, assistance, and direction to officers handling difficult cases.

Assigns work to staff and monitors completion/compliance.

Recruits members to serve on Citizens Advisory Committee, sets meetings for committees, proposes agenda, and arranges recording of minutes of meetings.

### EXAMPLES OF WORK (Cont'd)

Interacts with community service agencies, other districts, other units within the Department, and local law enforcement to insure the continuous delivery of services to Department clientele.

Compiles statistical data as required.

Attends departmental meetings as required.

Schedules and conducts staff meetings.

Hires, trains, evaluates performance of, disciplines, and performs other personnel functions regarding subordinate employees.

### DESIRED KNOWLEDGES, SKILLS, AND ABILITIES:

Comprehensive knowledge of Probation/Parole/Residential policies and practices underlying the statutes and regulations of the state of Iowa.

Good knowledge of principles of supervision and related business management practices.

Good knowledge of training, evaluation, and related personnel practices.

Ability to plan and supervise work of professional Probation/Parole Officer or residential staff.

Ability to analyze and evaluate Probation/Parole/Residential programs and make recommendations for improvements.

Demonstrated ability to obtain cooperation of others in difficult work situations.

Good professional judgment.

Ability to perform the essential functions of the position.

### REQUIRED EXPERIENCE AND TRAINING:

Graduation from an accredited four-year college or university and two years human services experience; or

Two years of college and four years human services experience; or

Two years experience as a Probation/Parole Officer 3 Leadworker or Residential Supervisor.

### NECESSARY SPECIAL REQUIREMENT:

Ability to travel to various work sites, possession of or ability to obtain, a valid driver's license, and ability to be insured under the district's auto insurance coverage.

**PROBATION/PAROLE SUPERVISOR****ESSENTIAL FUNCTIONS**

Ability to read, write, and communicate in written and oral manner in order to assign and review work and so that instructions and information are clearly understood.

Ability to interpret principles and communicate ideas to others including subordinates, supervisors and peers.

Ability to understand correctional and treatment philosophies and to make decisions and provide instructions based upon those philosophies.

Ability to maintain personal composure during high stress activities.

Ability to work cooperatively with co-workers and managers as a team member, as well as with collateral agencies and the public, in a professional and cordial manner.

Ability to travel and attend meetings required in the performance of job duties.

Ability to observe and evaluate the performance of work assignments and duties and actions of subordinate staff.

Ability to operate office equipment such as telephone, calculator, or personal computer needed to perform required job duties.

Adopted June 1, 1987  
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Approved

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*Merrie J. Murray, Human Resources Director*