

**U.S. Probation & Pretrial Services Office
Western District of New York
Position Description**

Job Title/Classification Level	Supervising Probation Officer
Occupational Group	Supervisor

Job Summary

A Supervising Probation Officer is responsible for the quality and quantity of all services provided by the probation and pretrial services officer and officer assistants assigned to the post-sentence supervision unit. The supervisor will manage a unit of officers and officer assistants who serve in judiciary law enforcement positions and provide post-sentence supervision services to federal offenders. The Supervising Probation Officer also performs a variety of administrative and operational duties including, but not limited to, performance appraisals, employee development, and leave and travel management.

Representative Duties

- Assigns and schedules all investigative and case supervision work to officer and officer assistants in the unit.
- Reviews and evaluates all investigative and supervision work in the unit to include evaluating reports, case records, and correspondence to ensure service delivery and adherence to existing policies, procedures, and guidelines.
- Confers regularly with officers and officer assistants; provides direction and assistance toward improving investigative, supervision and writing skills. Assists officers and officer assistants in meeting the needs of offenders with complex problems and circumstances; provides leadership in the development of sentencing alternatives, utilization of community resources, and application of professionally sound case management principles.
- Determines the adjustment of offenders under supervision in consultation with the assigned officer or officer assistant; assists in decision making for recommendations for termination or modification of supervision, and release revocation.
- Assures continuing staff development by planning and implementing orientation and in-service training, holding individual staff conferences, and increasing levels of responsibility in assignments.
- Assumes responsibility for case handling of emergency situations.
- Conducts unit staff meetings to identify performance and operational problems, and to develop appropriate solutions.
- Evaluates the performance and professional development of officers and officer assistants in the unit on a systematic and regular basis.
- Responsible for staff relationships and morale within the unit, encouraging loyalty and enthusiasm; maintains a supportive atmosphere for staff utilization of management personnel and resources.
- Serves as a major communication catalyst and link between the line staff and the administration, assuring implementation of administrative direction while concurrently providing information to the Chief Probation Officer for future administrative action.
- Participates with the Chief Probation Officer and other administrative staff toward the development of programs and policies to increase the effectiveness of the office.
- Develops understanding and cooperative relationships with other law enforcement and community service agencies.
- Supervises field travel to include review and approval of all travel vouchers of officers and officer assistants within the unit.
- Maintains the Leave Tracking Program for officers and officer assistants in the unit. Manages employee leave requests and timesheet submission to ensure compliance with time and attendance policies and procedures.