

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 3242      **TITLE:** PROBATION SUPERVISOR II      **GRADE:** S-28

**DEFINITION:**

Under limited supervision, directs a major functional area of professional probation/court services work; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

This class is distinguished from Probation Supervisor I in that this class supervises a major functional area within the probation services or court services area. Positions classified as Probation Supervisor I, serve as the official first line supervisor for Probation Counselors at larger units or units operating on a 24/7 basis.

**ILLUSTRATIVE DUTIES:**

*(The illustrative duties listed in this specification are representative of the class but are not an all inclusive list. A complete list of position duties and unique physical requirements can be found in the position description.)*

Directs a regional office including intake, investigator and supervisory services;  
Manages a residential facility or special court program;  
Directs central intake, legal clerical and support services;  
Directs court support services, such as restitution or victim services;  
Instructs Probation Counselors in casework methods and techniques;  
Provides administrative management support to the Judges, Clerk of the Court and Court Services Unit;  
Evaluates the effectiveness of policies and procedures, and recommends changes;  
Establishes and maintains liaison with community resources;  
Prepares reports and reviews case records.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

*(The knowledge, skills and abilities listed in this specification are representative of the class but are not an all inclusive list.)*

Knowledge of the principles and practices of psychology and sociology;  
Knowledge of the practices and procedures of casework supervision and intake activities;  
Knowledge of related Federal, State and local juvenile and domestic relations laws;  
Knowledge of current trends and methods of treating delinquency and related problems;  
Ability to train and supervise;  
Ability to plan and organize case loads;  
Ability to develop and maintain effective working relationships with a variety of individuals;  
May be required to drive 16-passenger van for educational and recreational trips.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to:  
Graduation from an accredited four-year college or university with a Master's degree in social/behavioral sciences, law enforcement, or education; PLUS  
Four years of professional experience in probation/court services work.

**CERTIFICATES AND LICENSES REQUIRED:**

Contingent upon area of assignment, some positions in this class may require a Commercial Driver's License.

REVISED: May 25, 2012  
REVISED: August 31, 2000  
REVISED: May 21, 1992