

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

**CLASS CODE:** 3243

**TITLE:** PROBATION SUPERVISOR I

**GRADE:** S-27

**DEFINITION:**

Under general supervision, plans, assigns, and reviews the work of a group of professional Probation Counselors; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

This class is distinguished from Probation Counselor III in that this class serves primarily as a first line supervisor, whereas the Probation Counselor III performs specialized counseling activities and in some cases may also have supervision over teams of professional and support staff. This class is distinguished from the Probation Supervisor II in that the Probation Supervisor II supervises a major functional area within the probation services or court services area.

**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.)*

Instructs Probation Counselors in casework methods and techniques;

Holds group conferences to discuss general policies and interpret rules and regulations;

Holds individual conferences to discuss specific case problems and aid in formulating a recommendation for a treatment or a better plan;

Reads and reviews cases;

Evaluates the effectiveness of policies and procedures, and recommends changes;

Plans case loads;

Assigns cases and checks on maintenance of case records;

May carry a small number of specialized or difficult cases;

Establishes and maintains a liaison with community resources;

Keeps records and prepares reports;

May present cases in court;

May be required to drive 16-passenger van on educational and recreational trips.

**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;

Knowledge of judicial administrative operational policies and procedures;

Ability to train and supervise;

Ability to plan and organize caseloads;

Ability to develop and maintain effective working relationships with a variety of individuals.

**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 Three 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
REGRADED:	July 8, 2006
REVISED:	August 31, 2000
REVISED:	May 21, 1992