



# COUNTY OF HIDALGO

## Department of Human Resources

Job Title: **PROBATION SUPERVISOR**  
Grade: 14

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*The County of Hidalgo Department of Human Resources reserves the right to select candidates considered to be the most highly qualified based on education and experience. The hiring department will interview and select the candidates provided by the Department of Human Resources.*

### **GENERAL DESCRIPTION**

Directly oversees and supervises all assigned department units and staff. Directly accountable to the Chief Probation Officer at all times.

### **EXAMPLES OF WORK PERFORMED**

Be knowledgeable of the responsibilities and duties of the Detention Superintendent and Intake Officer

Serves as the primary consultant regarding casework for all assigned department units and staff

Responsible for addressing intermediate concerns and grievances

Assures that the Chief Probation Officer is kept aware of all adverse incidents and/or grievance regarding the facility which involves staff, juveniles, other agencies, or the public

Evaluates, improves, and maintains department systems for caseload management and organization

Evaluates and monitors on a daily basis departmental compliance of all department policies and procedures and T.J.P.C. Standards. Assures efficient and satisfactory job performance of assigned staff on a daily basis

Identifies and coordinates training needs for probation unit staff, working closely with the training coordinator

Promotes a positive image of the department in the community and maintains a high level of professionalism and moral character at all times

Work in harmony with all department staff and perform any and all duties as assigned by the Chief Probation Officer to insure the efficient operation of the department

Any other related duties as may be assigned

### **EDUCATION AND EXPERIENCE**

Graduation from a high school or equivalent (GED)

One (1) year related experience

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Bilingual (Spanish and English) with the ability to converse fluently in both languages

## **CERTIFICATES, LICENSES AND REGISTRATION**

Must have a current valid Texas motor vehicle operator's license

Must be able to be insured by the County's insurance carrier

## **PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee frequently is required to stand. The employee is occasionally required to walk; sit; use hands to find, handle, or feel objects, tools or controls; reach with hands and arms; climb or balance; stoop and kneel.

The employee must occasionally lift and/or move over twenty-five (25) pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus.

## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounter while performing the essential functions of this job.

The noise level in the work environment is usually moderate.

## **SAFETY REQUIREMENTS**

Maintain physical conditions appropriate to the performance of assigned duties and responsibilities which may include the following:

- sitting for extended periods of time
- standing for extended periods of time
- operating assigned equipment

Maintain mental capacity which permits:

- making sound decisions and using good judgment
- demonstrating intellectual capabilities

Effectively handle a work environment and conditions which involve:

- working closely with others
- working in a multi-task environment

Maintain effective audio-visual discrimination and perception needed for:

- making observations
- reading and writing
- operating assigned equipment
- communication with others
- required to follow the County of Hidalgo Accident Prevention Plan and department's safety regulations