

Jurisdictional Class: Competitive
Adopted: September 23, 1974
Revised: June 25, 2010

PROBATION OFFICER TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: The trainee level is used to recruit college graduates with a career interest in the field of probation. Trainees receive on-the-job training while performing duties of a limited professional nature under close and continuing supervision. The duties require the application of law enforcement and modern social theory in the assessment of adults and juveniles and in supervising persons placed on probation through criminal court, family court, or through diversion services. Due to the nature of the work and the possibility of attending evening court, the position may require working outside of the normal work hours. A trainee needs to exercise sound professional judgment in analyzing data and in making recommendations concerning court dispositions. A trainee works under the direct supervision of a Probation Officer or higher ranking professional employee. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

May be assigned to assist in evaluating matters for adjustment at the intake level, assist individuals with custody/visitation agreements, or assist in the supervision of persons in lieu of court action;
Assists in obtaining, analyzing, and verifying social and legal data and in preparing court ordered reports in relation to matters pending disposition in criminal and family court;
Assists in reviewing and explaining conditions of probation for persons placed under supervision by the courts;
Helps to supervise probationers by monitoring compliance with conditions of probation and the maintenance of lawful behavior in the community;
Assists in preparing risk and needs assessments using evidence based practices with standards and computer programs developed for New York State;
Establishes and maintains contact with treatment providers and community agencies through referrals based on the probationer's risks and needs;
Participates in the collection of DNA, urinalysis for illicit drugs, alcohol breath analysis, and set up of electronic monitoring equipment to monitor probationer's compliance with probation conditions;
Assists in preparing progress reports on persons under supervision and periodically reviews case histories to determine degree of adjustment;
Assists in preparing violation reports and may be required to testify at subsequent court hearings;
Establishes and maintains contact with law enforcement and cooperates with them in matters of mutual interest;
Helps to maintain a variety of electronic and paper records utilized by the probation office using standardized state recommended practices and software;
Attends on-the-job and special training sessions and participates in conferences and regular staff meetings;
Studies and reviews literature and other appropriate materials related to probation, criminal justice, and social work to systematically acquire essential knowledge of profession.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Basic knowledge of social sciences, including sociology, psychology, and economics;
Basic knowledge of social services programs and other community resources;
Basis knowledge of laws pertaining to probation work and functions and procedures of Family and Criminal Courts;
Basis knowledge of factors related to crime and delinquency;
Ability to understand, interpret, and prepare written material;
Sound judgment in dealing with people.

Probation Officer Trainee

MINIMUM QUALIFICATIONS: Possession of a bachelor's degree from a regionally accredited or New York State registered college or university with at least thirty (30) credit hours in the social or behavioral sciences.

NOTE: Trainee appointments from an eligible list are for a one (1) year period, following which incumbents receiving satisfactory ratings will be advanced to the title of Probation Officer without further examination.

SPECIAL REQUIREMENTS: Certain assignments made to employees of this class will require reasonable access to transportation to meet field work requirements in the ordinary course of business in a timely and efficient manner.

NOTE:

Upon appointment, candidates will be required to submit to a background investigation and to provide fingerprints for a full criminal history check and pay for all costs associated therein.

All those appointed to this position will be required to complete New York State mandated training which includes a firearms course in addition to a peace officer certification course.

Position regulated by New York State Division of Probation and Correctional Alternatives.