

Jurisdictional Class: Competitive
Adopted: August 8, 1973
Revised: June 25, 2010

PROBATION OFFICER

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the performance of professional level work in the field of probation. The duties require 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 probation officer needs to exercise sound professional judgment in analyzing data and in making recommendations concerning court dispositions. A probation officer works under supervision of a higher ranking professional employee and may help to supervise the work of probation assistants, probation officer trainees, student interns, or volunteers. The incumbent does related work as required.

Appointments to this title are automatically made of probation officer trainees who have satisfactorily completed one year of service.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- May be assigned to evaluate matters for adjustment at the intake level, assist individuals with custody/visitation agreements, or perform supervision of persons in lieu of court action;
- Obtains, analyzes, and verifies social and legal data and prepares court ordered reports in relation to matters pending disposition in criminal and family court;
- Reviews and explains conditions of probation for persons placed under supervision by the courts;
- Supervises probationers by monitoring compliance with conditions of probation and the maintenance of lawful behavior in the community;
- Prepares 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;
- Prepares progress reports on persons under supervision and periodically reviews case histories to determine degree of adjustment;
- Prepares 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;
- Assist in supervision of probation officer trainees, probation assistants, student interns, and volunteers;
- Attends on-the-job and special training sessions and participates in conferences and regular staff meetings.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

- Good knowledge of social sciences, including sociology, psychology, and economics;
- Good knowledge of social services programs and other community resources;
- Good knowledge of laws pertaining to probation work and functions and procedures of Family and Criminal Courts;

Probation Officer

Good knowledge of factors related to crime and delinquency;
Ability to understand, interpret, and prepare written material;
Sound judgment in dealing with people.

MINIMUM QUALIFICATIONS: Either:

- (a) Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in social work, education, administration, law, sociology, psychology, criminology, or a closely related field, or;
- (b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and two (2) years of experience in counseling or casework in a recognized agency adhering to acceptable standards in probation, parole, social services, psychiatric or medical social work, or closely related field; or
- (c) An equivalent combination of training and experience as defined above in (a) and (b).

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.