

Jurisdictional Class: Competitive  
Adopted: November 7, 1975  
Revised: July 30, 2010

**SENIOR PROBATION OFFICER**

**DISTINGUISHING FEATURES OF THE CLASS:** An employee in this class works at an advanced professional level in a local probation agency. The incumbent is responsible for more complex assignments and more difficult case evaluations in intake, investigation, and supervision activities than those assigned to regular probation officers. Work is performed under the general supervision of the Probation Director and Probation Supervisor with leeway for independent judgment in carrying out details of the job. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

Performs duties of a probation officer requiring specialized knowledge and skills;  
Carries out all specialized intake work, PINS Intake Division, and related family court assignments;  
Serves as team leader where team approach is applicable;  
Serves as specialist in employment matters concerning probationers;  
Carries out special projects in the area of probation research, study, and development;  
Assists in evaluating staff training needs and coordinates and may conduct special in-service training programs for staff;  
Develops needed community resources and maintains a positive working relationship with community organizations and special youth programs;  
Assists with public relation activities on behalf of the agency;  
Directs volunteer programs with duties of orientation, training, and coordination of the work of volunteers;  
Reviews investigation reports and probation supervision summaries in criminal and family court matters;  
Assists in the preparation of evaluative analyses of agency activities and programs;  
Coordinates special projects as assigned.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Good knowledge of modern probation principles and practices;  
Good knowledge of principles underlying human behavior, growth, and development;  
Good knowledge of and skill in investigating, interviewing, case recording, and report preparation techniques as applied to probation work;  
Good knowledge of laws and regulations pertaining to probation work and of functions and procedures of courts involved with the work of the agency;  
Good knowledge of community organization principles and practices;  
Ability to gain the confidence and cooperation of others;  
Sound judgment.

Senior Probation Officer

**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 and three (3) years experience as a Probation Officer; or
- (b) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree and five (5) years experience as a Probation Officer; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

**NOTE:** Graduate work in Social Work, Law, Public Administration, Criminal Justice, Sociology, or a related field may be substituted for above experience on a year-for-year basis up to a maximum of two (2) years.

**SPECIAL REQUIREMENT:** 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.

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