

## PROBATION OFFICER TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: The trainee level is used to recruit to the probation field college graduates with a career interest in probation. Trainees receive on-the-job training while performing duties of a limited professional nature related to investigation and supervision in a local probation agency under close and continuing supervision. Persons appointed at the trainee level will be advanced to Probation Officer without further examination upon satisfactory completion of a one year traineeship. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Assists in the collection and analysis of social and legal history data, and in the preparation of investigation reports concerning cases pending in the courts; Helps to supervise probationers by counseling and otherwise assisting them to maintain lawful behavior in the community; Helps to maintain appropriate case records of persons under probation supervision; Makes home visits and other community contacts to assist in monitoring and adherence to conditions of probation; Helps to establish and maintain contact with persons and organizations in the community that may provide necessary resources for individuals serviced by the agency; May assist in counseling of persons under court order to pay family support when referred by collection unit; 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 or profession.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Basic knowledge of social sciences, including sociology, psychology and economics; basic knowledge of social service programs and other community resources; basic knowledge of factors related to crime and delinquency; good judgment in dealing with people; ability to understand, interpret and prepare written material.

### MINIMUM QUALIFICATIONS:

Bachelor's degree from a regionally accredited college or university or one recognized by the New York State Education Department, with at least thirty (30) credit hours in the social or behavioral sciences.

NOTE: The social sciences are those sciences concerned with humans living in relation to other humans in a social environment and includes course study in psychology, sociology, anthropology, economics, history, political science and geography. Education is not included among the social sciences. Behavioral science is a sub-set of social science including psychology, sociology and anthropology.

Revised 7/22/88; 6/23/89; 10/4/95; 2/5/99

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