

## PROBATION OFFICER TRAINEE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a trainee level for professional probation work, involving the performance of duties related to investigation and supervision services for persons under court jurisdiction. Duties requires the application of social work techniques and ongoing in-service training relative to evaluating adult or juvenile probationers, and carrying out probation treatment. Under direct supervision of higher ranking professional Probation Department employees, trainees receive practice and guidance in the exercise of sound professional judgment in analyzing and evaluating data, and in making recommendations concerning probationers, court dispositions, and related matters. An incumbent of this position is considered a Peace Officer and , as such, upon completion of Fundamentals of Probation Practice and Peace Officer Academy must qualify with a department issued weapon and is required to carry a firearm. Supervision of others is not a responsibility of this position. Upon successful completion of the one-year traineeship the incumbent is appointed to the position of Probation Officer without further examination. Does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)** Participates in training programs which include in-service orientation and operation, state regulatory certification, firearms training, Peace Officer training, staff safety operations, and departmental policy and procedure training; Conducts pre-sentence and/or pre-disposition investigations to ascertain social history, physical, mental and psychiatric data, and the previous criminal or delinquent records of adults and juveniles before the courts, prepares and submits written reports on same; May arrange for medical, mental health, substance abuse treatment or other services according to individual probationer's needs or court orders; Supervises individuals sentenced to, or placed on, probation; Performs drug/alcohol screenings and collects DNA samples from probationers; Establishes and maintains computerized and/or manual case records of persons under probation supervision; writes periodic reports of status and conducts assessments/reassessments of subjects under probation supervision; Makes home contacts; Maintains community contacts in monitoring the adherence of probationers 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; Counsels persons under court order to pay family support; 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. Required to carry a firearm; May us a firearm in performing duties and exercising authority pursuant to departmental policy; Arrests violators of probation as required; May testify in court or at violation hearings that may be scheduled after standard office hours; Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments; Performs a variety of related activities as required.

**FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Working knowledge of interviewing and investigative techniques and practices related to probation work; Working knowledge of laws pertaining to probation work and the functions and procedures of family and criminal courts; Working knowledge of social sciences, including sociology, psychology, and economics; Ability to apply evidence based practice in the course of supervision; Working knowledge of community resources; Working knowledge of employment, training and treatment options available to probationers; Working knowledge of special offender populations such as domestic violence offenders, sex offenders, DWI offenders, youthful offenders, juvenile offenders, Adolescent Offenders, Persons in Need of Supervision and juvenile delinquents; Ability to establish and maintain effective relationships; Ability to read, write, speak, understand,

and communicate in English effectively to perform the essential duties of the position; Ability to use computer applications such as spreadsheets, word processing, email and database software; Ability to maintain composure and make rational judgments under stressful conditions; Ability to understand and follow oral and written instructions; Physical condition commensurate with the demands of the position.

#### 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.

#### SPECIAL REQUIREMENTS:

NOTE: Probation Officers are Peace Officers pursuant to the Criminal Procedure Law (CPL) Article 2, Section 210, Subsection 24, and are required to be certified as Peace Officers following New York State mandated training, within a reasonable time period after appointment to the title of Probation Officer

NOTE: As Peace Officers, Probation Officers who are legally authorized to carry a weapon must also participate in and be certified in firearms training pursuant to Criminal Procedure Law (CPL), Article 2, Section 2.30.

NOTE: Access to transportation may be required to complete possible field work assignments in a timely and efficient manner.

NOTE: Possession of a valid New York State driver's license is required at time of appointment and maintained during employment.

NOTE: Candidates must be a citizen of the United States at time of appointment. In addition, New York State residency must be maintained for the duration of service as a Probation Officer.

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