

PROBATION OFFICER

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of a higher ranking professional employee, this entry-level professional position in a probation department is responsible for the control, supervision and monitoring of adults and/or juveniles under probation supervision or intake services. The incumbent uses sound professional judgment and applies investigative techniques to evaluate the conduct of those subject to court ordered investigation, analyze data and make recommendations regarding court dispositions. Incumbent also counsels and coaches probationers and others under probation supervision to change patterns of thinking and behavior to help promote and sustain a law-abiding relationship with society and reduce the likelihood of becoming re-involved in criminal or delinquent behavior. Work requires the application of evidence based practices in making evaluations of adult or juvenile probationers, and carrying out probation developed case plans. An incumbent of this position is a Peace Officer and, as such, upon completion of Fundamentals and Probation Practice and Peace Officer Academy must qualify with a department issued weapon and will be required to carry a firearm on assignments. Guidance and instruction may be provided to Probation Officer Trainees, Probation Assistants, clerical personnel and volunteers. 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 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; Supervises juveniles and/or adults sentenced to, or placed on, probation; 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; Helps to establish and maintain contact with persons and organizations in the community that may provide necessary resources for individuals serviced by the agency; Establishes and maintains contact with other social and law enforcement agencies and cooperates with them in matters of mutual interest; Meets with probationers, family members, school officials, service providers and others having contact with probationers to help ensure probationers are compliant with terms and conditions of probation including school attendance and participation in treatment programs; Performs risk reduction by providing direction and support to help probationers change factors that promote and maintain criminal or delinquent behavior including coaching probationers to select new patterns of thinking, feeling and behaving and to develop new attitudes and skills which help sustain a constructive and law-abiding relationship with the broader community and reduce the likelihood of becoming re-involved in criminal or delinquent behavior; Counsels persons under court order to pay family support; May collect financial obligations from and issue receipts to offenders; Attends on-the-job and special training sessions and participates in conferences and regular staff meetings; Required to carry a firearm; Locates and arrests violators of probation as required; Assists in search and seizure operations involving probationers; May execute arrest warrants, conduct warrantless searches and/or make warrantless arrests; Prepares violation reports and testifies at violation hearings at court appearances that may be schedules 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: Good knowledge of interviewing and investigative techniques and practices related to probation work; Good knowledge of laws and rules pertaining to probation work and the functions and procedures of family and criminal courts; Good knowledge of methods of differential supervision of probationers including the application of evidence based practices such as cognitive behavioral

interventions and motivational interviewing techniques; Good knowledge of effective case planning and case management; Good 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; Good knowledge of the powers of a Peace Officer; Working knowledge of the rules of evidence, arrests laws and custody procedures; Working knowledge of the provisions of the Health Insurance Portability and Accountability Act (HIPAA) regulations and policies relating to confidentiality of case record information; Working knowledge of social sciences, including criminal justice, sociology, psychology and economics including interviewing, investigation, supervision, record keeping and case reporting; Working knowledge of social service programs and other community resources; Working knowledge of firearm safety; Skill in the use of firearms; Ability to administer drug and alcohol testing and collect DNA samples as needed; Ability to gain the confidence and cooperation of others; Good powers of observation, perception and analysis; Ability to read, write, speak, understand and communicate effectively in English to perform the essential functions of the position; Ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; Ability to maintain composure and make rational judgments under stressful conditions; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. Satisfactory completion of a Probation Officer traineeship; OR
- B. Master's degree from a regionally accredited college or university or one recognized by the New York State Education Department, in social work, social sciences, education, administration, law, criminal justice, or a related field; OR
- C. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, with a Bachelor's degree or higher with at least thirty (30) credit hours in the social or behavioral sciences and two (2) years of experience in counseling, law enforcement, juvenile or criminal justice, corrections, community corrections, parole, social service, mental health, social work or other public or private human services agency; OR

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.

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

Revised 7/22/88; 6/23/89; 10/4/95; 01/02/09; 2/24/11; 5/27/15; 5/26/16; 3/7/18
Reviewed 7/23/98, 9/6/01, 9/3/03, 4/19/05, 8/24/07; 1/18/10; 1/25/15