

PROBATION OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This is the beginning position at the professional level in probation work. The duties require the application of modern criminal justice practices and social work techniques in evaluation, investigation, and supervision of persons within the jurisdiction of the courts. A probation officer is called upon to exercise sound professional judgment in analyzing data and in making recommendations regarding pending court dispositions. He assists persons on probation and other persons whom the probation agency services. A probation officer works under supervision of a higher ranking professional employee and may help supervise the work of probation assistants, probation officer trainees, or volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Collects and analyzes social and legal history data and prepares investigation reports concerning cases pending in the courts; Supervises probationers by monitoring offenders behavior in the community to promote sustained lawful behavior; Maintains appropriate case records of persons under probation supervision including but not limited to periodic progress reports, supervision classification, and violation reports; Conducts contacts at offenders residence, business, school and in the community to monitor adherence to conditions of probation; Establishes and maintains contact with persons, employers, organizations and treatment professionals in the community that may provide necessary support and resources for individuals serviced by the agency; May be assigned to an intake unit to assess potential for adjustment of juvenile delinquency matters; Executes warrants and warrantless arrests; Testifies in court for violation and/or delinquency hearings; 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. Assists in supervision of probation officer trainees, probation assistants, and volunteers.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Basic knowledge of social sciences, including criminal justice, sociology, psychology and economics; basic knowledge of social service programs and other community resources; basic knowledge of laws pertaining to probation work and functions and procedures of Family and Criminal courts; basic knowledge of factors related to criminal behavior and delinquency; good judgment in dealing with people; ability to understand, interpret and prepare written material.

MINIMUM QUALIFICATIONS:

- A. Bachelor's degree in social work, law, economics, sociology, psychology, criminology, or a related field; OR
- B. (1) 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 and (1) one year experience in counseling or casework in a recognized agency adhering to acceptable standards in probation, parole, social services, psychiatric or medical social work, or related work; OR
- C. Appropriate combination of above training and experience.

Revised 7/22/88; 6/23/89; 10/4/95; 01/02/09; 2/24/11

Reviewed 7/23/98, 9/6/01, 9/3/03, 4/19/05, 8/24/07; 1/18/10