

SENIOR PROBATION OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This is a senior level professional position in a probation department responsible for the control, supervision and care of adults and juveniles subject to probation supervision or intake services which require them to meet certain standards of conduct. This class differs from that of a Probation Officer in that incumbents are responsible for more complex and special assignments, are assigned more difficult case evaluations in intake, investigations and have greater supervisory responsibilities. Supervision is not a characteristic of this position. The position varies from that of a Probation Officer by the complexity of cases assigned, possible responsibility for special projects and responsibility as a lead worker position. Employees in this class work under the general supervision of the Probation Director and Supervising Probation Officer with more independence of action than that granted Probation Officers and Probation Officer Trainees. An incumbent of this position is a Peace officer and, as such, must qualify with a department issued weapon and will be required to carry a firearm on assignments. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Carries out duties of a Probation Officer requiring specialized knowledge and skills; Performs all, or specialized, intake assignments; Serves as team leader where team approach is employed; Carries out special projects in the area of probation research, study and development; Develops needed community resources and maintains working relationships with community organizations and programs; Performs public relation activities on behalf of agency; Confers with judges, court personnel, attorneys, police, educational and social agency personnel and various other groups and individuals on problems and other matters with which the probation agency is concerned. May use a firearm in performing duties and exercising authority pursuant to departmental policy.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND 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; Emotional maturity; Good powers of observation, perception and analysis. Ability to analyze and organize data and prepare records and reports; Ability to conduct effective case planning for high risk individuals such as those with an extensive legal history; Ability to counsel probationers regarding social, emotional and vocational problems; Ability to understand and interpret complex written technical information including statutes, regulations and operational procedures; Ability to maintain composure and make rational judgments under stressful conditions; Ability to use a firearm safely and effectively if so authorized.

MINIMUM QUALIFICATIONS:

Promotion: Two (2) years of permanent service as Probation Officer.

Open Competitive: 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 including or supplemented by thirty (30) credit hours in the social or behavioral sciences and three (3) years of experience as a Probation Officer.

NOTE: Course work at the graduate degree level in social work, social sciences, education, administration, law, criminal justice, or a related field may be substituted for work experience for a maximum of one (1) year of experience.

Special Requirement: Where required, possession of a current driver's license or the ability to otherwise meet the transportation requirements of the position.

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

NOTE: **Social science** includes areas of study concerned with humans living in relation to other humans in a social environment and such as anthropology, criminal justice, economics, geography, history, political science, psychology and sociology.

Behavioral science is a subset of social science characterized by observation of the behavior of living organisms and focused on human social behavior such as psychology, sociology, anthropology, counseling, criminal justice, gerontology, human behavior, social work/social welfare and vocational rehabilitation.

NOTE: Individuals whose duties and responsibilities include the use of a firearm must also complete training pursuant to Criminal Procedures Law, Section 2.30(3).

Adopted 1/8/81

Reviewed 8/15/98; 3/8/17

Revised 10/16/02; 9/12/07; 2/8/18