

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 social work techniques in making evaluations of adults or juveniles and in supervising persons on probation. A Probation Officer is called upon to exercise sound professional judgment in analyzing data and in making recommendations concerning court dispositions. This employee 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 to supervise the work of Probation Officer Trainees or volunteers. Does related work as required.

Appointments to this title are automatically made of Probation Officer Trainees who have satisfactorily completed one year of service.

TYPICAL WORK ACTIVITIES: (Illustrative only)

May be assigned to an intake unit to evaluate matters for adjustment at the intake level or to perform supervision of persons in lieu of court action;

Obtains and analyzes social and legal data and prepares reports in relation to matters pending in the courts concerning persons awaiting disposition by the courts;

Interprets conditions of sentence to persons placed under probation supervision, supervises such individuals by ascertaining compliance with conditions of probation, and counsels and assists them in problems related to compliance and to the maintenance of lawful behavior in the community;

Prepares progress reports on persons under supervision and periodically reviews case histories to determine degree of adjustment;

Prepares violation reports and testifies at delinquency hearings;

Establishes and maintains contact with other social law enforcement agencies and cooperates with them in matters of mutual interest;

Helps to maintain a variety of records utilized by the Probation Office;

Assists in supervision of Probation Officer Trainees and volunteers.

FULL PERFORMANCE KNOWLEDGES, 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 laws pertaining to probation work and functions and procedures of family and criminal courts; basic knowledge of factors related to crime and delinquency; good judgment in dealing with people; ability to understand, interpret and prepare written materials.

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MINIMUM QUALIFICATIONS: Either:

1. Master's Degree from a regionally accredited college or university or one recognized by the New York State Education Department in social work, education, administration, law, sociology, psychology, criminology or a related field; or
2. Bachelor's Degree from a regionally accredited college or university or one recognized by the New York State Education Department with at least 30 credit hours in social or behavioral science and two (2) years of counseling or casework in a recognized agency adhering to accepted standards in probation, parole, social services, psychology or medical social work, or related field; or
3. An equivalent combination of training and experience as set by the limits of (1) and (2).

SPECIAL REQUIREMENT: In accordance with State Laws, a Probation Officer must be a United States citizen in order to be employed.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

APPROVED: DECEMBER 9, 1994

CIVIL SERVICE CLASSIFICATION: COMPETITIVE