Probation Officer / Probation Officer Trainee
Tompkins County

Department: Probation Department
Classification: Competitive

MINIMUM NECESSARY TO QUALIFY AS A PROBATION OFFICER:

(a) At the time of examination, the applicant must have graduated from a regionally accredited or New York State registered college or university with a Masters Degree in sociology, psychology, social work, education, administration, law, criminology, or a related field; OR

(b) At the time of examination, the applicant must have graduated from a regionally accredited or New York State registered college or university with a Bachelors Degree AND possess at least two years of full-time paid (or the equivalent part-time and/or volunteer) 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) Any combination of training and experience equal to or greater than that described in (a) and (b) above.

MINIMUM NECESSARY TO QUALIFY AS A TRAINEE:

At the time of examination, the applicant must have graduated from a regionally accredited or New York State registered four year college with a Bachelors Degree with at least thirty (30) credit hours in the social or behavioral sciences.

ADDITIONAL REQUIREMENT - OFFICER OR TRAINEE: The candidate must possess a valid New York State driver's license at the time of appointment and maintain such license for the duration of employment.

NOTE:

If a candidate originally placed on the eligible list as a Probation Officer Trainee acquires the education and/or experience necessary to meet the minimum qualifications for Probation Officer at any point during the life of the list, they may submit a new application and if that application demonstrates, to the satisfaction of the Commissioner of Personnel, that they now meet the Probation Officer qualifications, the candidate may be coded as Probation Officer eligible and certified for consideration as a Probation Officer. Lists are normally established for one year but may be extended up to four years.

PROBATION OFFICER - DISTINGUISHING FEATURES OF THE CLASS:

This is the beginning position at the professional level in probation work. The incumbent will provide evaluation, investigation, and supervision services for persons within the jurisdiction of the courts. The duties require the application of modern social work techniques in performing intake 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. He/she assists persons on probation and other persons whom the probation agency services. A probation officer works under the general supervision of a higher-ranking professional employee and may help to supervise the work of probation assistants and probation officer trainees. The incumbent will perform all related duties as required. Appointments to this title are automatically made of probation officer trainees who have satisfactorily completed one year of service.

PROBATION OFFICER TRAINEE - DISTINGUISHING FEATURES OF THE CLASS:

A Probation Officer Trainee performs various duties related to intake, investigation and supervision in a local probation agency while participating in a continuous in-service training program. The trainee level is used to recruit to the probation field college graduates with a career interest in probation. Trainees receive on-the-job training while performing duties of a limited professional nature under close and continuing supervision. Trainee appointments are for a period of one year, following which incumbents receiving satisfactory ratings will be advanced to the title of probation officer without further examination. Supervision of others is not generally a function of this class. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

• Completes risk and needs assessments as required by departmental policy;
• Makes home and other community contacts to determine adherence to conditions of probation;
• 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 and develops case plans on persons under supervision and periodically completes a reassessment to determine the degree of adjustment;
• Prepares violation reports and testifies at delinquency hearings;
• Establishes and maintains contact with other social and law enforcement agencies and cooperates with them in matters of mutual interest;
• Maintains contemporaneous case records in data base of persons under probation supervision;
• Assists in supervision of probation officer trainees, probation assistants, and volunteers;
• May be required to collect urine samples for the purpose of drug testing.

OFFICER LEVEL KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

• Good knowledge of social sciences, including sociology, psychology and economics;
• Good knowledge of social service programs and other community resources;
• Good knowledge of laws pertaining to probation work and functions and procedures of Family and Criminal courts;
• Good knowledge of factors related to crime and delinquency;
• Good judgment in dealing with people;
• Good oral and written communication skills;
• Ability to understand, interpret and prepare written material;
• Ability to understand, install and monitor the technology equipment used in the supervision of offenders;
• Emotional maturity and sound judgment are required.
• The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

TRAINEE LEVEL KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

• Working knowledge of social sciences, including sociology, psychology and economics;
• Working knowledge of social service programs and other community resources;
• Working knowledge of laws pertaining to probation work and functions and procedures of Family and Criminal courts;
• Working knowledge of factors related to crime and delinquency;
• Working judgment in dealing with people;
• Working oral and written communication skills;
• Ability to understand, interpret and prepare written material;
• Ability to understand, install and monitor the technology equipment used in the supervision of offenders;
• Emotional maturity and sound judgment are required.
• The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.