Senior Probation Officer
Tompkins County

Department: Probation Department
Classification: Competitive
Labor Grade: White Collar Grade 16
Approved: 06/1978
Revised: 05/91; 08/99; 01/13; 05/13; 10/16
By: HH, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

OPEN COMPETITIVE: Three (3) years experience as a probation officer. Graduate work in social work, law, public administration, criminal justice, sociology, or a related field may be substituted for such experience on a year for year basis up to a maximum of two (2) years.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

ADDITIONAL REQUIREMENT:

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.

DISTINGUISHING FEATURES OF THE CLASS:

A Senior Probation Officer is responsible for the supervision of caseloads comprised of probationers deemed to be at greatest risk of recidivism. Cases often involve complex issues that require referrals to and collaboration with service providers in the community. Employees may be involved in a Team approach to supervision that involves the court, District Attorney, Defense Attorney and treatment providers. Employees complete investigations on high profile and/or serious offenses. Employees may undertake special assignments within the department. Employees in this class work at an advanced professional level in a local probation agency. They are responsible for more complex assignments and more difficult intake, investigation and supervision activities than those assigned to regular Probation Officers. Employees in this class work under general supervision of a higher ranking professional employee. Employees may be required to perform limited supervisory work in the absence of the Unit Supervisor. Employees may be directly responsible for program and/or staff oversight. The incumbent will perform all related duties 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 a team approach is employed;
- Serves as specialist in employment matters concerning probationers;
- Carries out special projects in the area of probation research, study and development;
- Evaluates staff training needs and coordinates and/or conducts special in-service training programs for staff;
- Develops needed community resources and maintains working relationships with community organizations and programs;
- Performs public relations activities on behalf of agency;
- Directs a volunteer program with duties of orientation, training and coordination of the work of volunteers;
- Reviews investigation reports and probation supervision summaries;
- Prepares evaluative analyses of agency programs.
- May be required to collect urine samples for the purpose of drug testing.

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 and of functions and procedures of courts involved with the work of the agency;
• Good knowledge of community organization principles and practices;
• Must possess a good knowledge and understanding of addiction and other complex issues that contribute towards offending behavior and a high level of initiative and willingness to explore/develop/commence new programming within the agency as directed;
• Possess a high skill set in oral and written communication;
• Ability to gain the confidence and cooperation of others;
• Ability to work independently in the field;
• Ability to work collaboratively with fellow probation staff, service providers, courts;
• Ability to act as a leader and mentor in the department to core probation officers;
• Ability to understand, install and monitor technology equipment used in the supervision of offenders and interpret reports;
• Ability to act and speak as a representative of the department at meetings as directed;
• Ability to analyze and respond quickly to situations that pose an immediate risk to public safety;
• Demonstrate good judgment when faced with situations that require an immediate decision;
• Emotional maturity;
• Good powers of observation, perception and analysis.
• The employee’s physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

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