



Jurisdiction Class: Competitive
Civil Division: County
Adoption YCCSC: 6/29/1973
Revised by PO: 4/06/2021

PROBATION OFFICER I TRAINEE

DISTINGUISHING FEATURES OF THE CLASS:

This is a one-year traineeship position used to appoint individuals to an entry-level Probation Officer I position in a probation department responsible for the care of adults and juveniles subject to probation supervision or intake services which require them to meet certain standards of conduct. A Probation Officer I Trainee is responsible for participating in a continuous in-service training program regarding the investigative, supervision, counseling and coaching duties and responsibilities of a Probation Officer I and, under close and on-going supervision, performs such duties and exercises such responsibilities in a limited nature. Probation Officer I Trainee work is performed under the direct supervision of a probation professional. Upon successful completion of the one-year traineeship the incumbent is appointed to the position of Probation Officer I or specified parenthetical without further examination. A Probation Officer I Trainee is a Peace Officer pursuant to Criminal Procedure Law, section 2.10 and may be authorized to carry a firearm in the performance of his/her duties. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Participates in an in-service training program regarding the investigation, supervision, counseling and coaching duties and responsibilities of a Probation Officer I and develops goals and objectives to ensure the successful completion of the training program;
- Under the direct supervision of a probation professional, gathers, verifies, reviews and analyzes social, medical, mental health, substance abuse, sex offender, legal and other documentation and by interviewing defendants/respondents, victims, law enforcement personnel and other case related individuals to conduct pre-plea/pre-sentence/pre-disposition investigations;
- Under the direct supervision of a probation professional, prepares reports regarding persons awaiting disposition of the courts;
- Under the direct supervision of a probation professional, conducts risk and need assessments and evaluating results for pre-trial, investigation, and supervision purposes;
- Under the direct supervision of a probation professional, promotes risk reduction by providing direction and support to help the probationer change factors that promote and maintain delinquent behavior; coaches probationers to select new patterns of thinking, feeling and behaving and develop new attitudes and skills which help sustain a constructive and law-abiding relationship with the broader community and reduce the likelihood of becoming re-involved in criminal or delinquent behavior;
- Under the direct supervision of a probation professional, prepares progress reports on probationers and periodically reviews case histories to determine the degree of adjustment;
- Under the direct supervision of a probation professional, prepares a final case report once a case is closed;
- Under the direct supervision of a probation professional, prepares violation reports;
- Under the direct supervision of a probation professional, prepares case/supervision plans and explaining conditions of sentencing to probationers;
- Under the direct supervision of a probation professional, monitors probationers' compliance with conditions of probation;
- Under the direct supervision of a probation professional, performs drug/alcohol screenings and collects DNA samples from probationers;
- May develop and maintain professional relationships with other social and law enforcement agencies and cooperates with them in matters of mutual interest such as assisting probationers with life adjustments;
- May arrange for medical, mental health, substance abuse treatment or other services according to individual probationer's needs or court orders;
- May testify in court or at violation hearings;
- May use a firearm in performing duties and exercising authority pursuant to departmental policy;
- Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES

Working knowledge of interviewing and investigative techniques and practices related to probation work;
Working knowledge of laws pertaining to probation work and the functions and procedures of family and criminal courts;
Working knowledge of methods of differential supervision of probationers including the application of cognitive behavioral interventions and motivational techniques;
Working knowledge of effective assessment, case planning and management;
Working knowledge of special offender populations such as domestic violence offenders, sex offenders, DWI offenders, youthful offenders, juvenile offenders, Persons in Need of Supervision and juvenile delinquents;
Working knowledge of juvenile and adult risk and needs assessment instruments;
Working knowledge of the provisions of the Health Insurance Portability and Accountability Act (HIPAA) regulations and policies relating to confidentiality of case record information;
Working knowledge of tools used to monitor compliance with conditions of probation, such as drug and alcohol screenings, DNA sampling kits and electronic monitoring devices;
Working knowledge of the powers of a Peace Officer;
Working knowledge of the geography of the jurisdiction employed in;
Working knowledge of factors related to crime and delinquency;
Working knowledge of the rules of evidence, arrest laws and custody procedures;
Working knowledge of social sciences, including sociology, psychology and demography;
Working knowledge of community resources;
Working knowledge of employment, training and treatment options available to probationers;
Working knowledge of firearm safety;
Skill in the use of firearms where authorized;
Ability to administer accurate and thorough assessments;
Ability to understand and follow oral and written instructions;
Ability to analyze and organize data and prepare records and reports;
Ability to conduct effective case planning;
Ability to refer a probationer to the right types of services within the county probation department and the broader community;
Ability to promote and monitor change and take appropriate action to sustain growth or help the probationer initiate appropriate behavioral patterns;
Ability to establish and maintain effective working relationships with others;
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 communicate effectively both orally and in writing;
Ability to administer drug, alcohol testing and collect DNA samples as needed;
Ability to understand and empathize with the needs and concerns of others;
Ability to maintain composure and make rational judgments under stressful conditions;
Ability to safely and effectively use a firearm if so authorized.

OPEN COMPETITIVE MINIMUM QUALIFICATIONS:

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 with at least thirty (30) credit hours in the social or behavioral sciences.

PROMOTION QUALIFICATIONS:

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 with at least thirty (30) credit hours in the social or behavioral sciences; AND One (1) year of permanent competitive class service as a Probation Assistant.