

PROBATION OFFICER 1 TRAINEE (SPANISH SPEAKING)
(Formerly known as PROBATION OFFICER TRAINEE (SPANISH SPEAKING))

DISTINGUISHING FEATURES OF THE CLASS: Under supervision, an incumbent of this class performs various investigatory duties relating to the services provided by the Department of Probation and supervises people on probation. Duties require proficiency in both Spanish and English for interpretive and information services. This is considered the training level of the Probation Officer series. The Probation Officer 1 Trainee (Spanish Speaking) is distinguished from the full performance Probation Officer 1 classification by experience and training. Trainee appointments are for a period of two years, during which time trainees must participate in mandatory departmental and state regulatory training programs. Trainees may advance to the Probation Officer 1 level without further examination pending certification in all of the training programs and supervisory recommendation for advancement. An incumbent of this position is considered a Peace Officer pursuant to Criminal Procedure Law Section 2.10 and, as such, must qualify with a department issued weapon and is required to carry a firearm. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Communicates orally and in writing, in both Spanish and English;

Participates in training programs which include in-service orientation and operation, state regulatory certification, firearms training, Peace Officer Training, staff safety operations, and departmental policy and procedure training;

Conducts pre-sentence and pre-disposition investigations to ascertain social history; physical, mental and psychiatric data; and the previous criminal or delinquent records of adults and juveniles before the courts; submits written reports on same;

Supervises juveniles and adults sentenced to, or placed on, probation;

Establishes and maintains computerized and/or manual case records of persons under probation supervision; writes periodic reports of status;

Makes home visits and maintains community contacts in monitoring the adherence of probationers to conditions of probation;

Provides services to probationers and their families;

Counsels persons under court order to pay family support;

Investigates employment opportunities and arranges for placement of probationers; provides counseling and referral services;

Keeps abreast of trends in the field of probation, criminal justice and social work by reviewing related studies and literature;

May facilitate groups and represent the department with community groups, coalitions, agencies and committees;

Required to carry a firearm;

Arrests violators of probation as required;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd)

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail, and database software in performing work assignments;

May perform other incidental tasks, as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: 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 collection 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 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. good knowledge of grammar, vocabulary, syntax and pronunciation in Spanish language; ability to speak Spanish language at a proficiency level deemed appropriate by the department.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a Bachelor's Degree* or higher, which must have included or been supplemented by 30 credits* in the social or behavioral sciences*.

*SPECIAL NOTES:

1. Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

*SPECIAL NOTES: (Cont'd)

2. 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.
3. 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.
4. Individuals whose duties and responsibilities include the use of a firearm must also complete training pursuant to Criminal Procedure Law Section 2.30(3)

SPECIAL REQUIREMENTS:

1. Candidates must be a citizen of the United States at time of appointment. In addition, New York State residency must be maintained for the duration of service as a Probation Officer 1 Trainee and Probation Officer 1.
2. Candidates must possess a valid New York State Driver's License at time of appointment.
3. All candidates must be in compliance with the Westchester County Drug-Free Workplace Policy.
4. Carrying a firearm in the execution of duties will be required.
5. Candidates will be required to take and pass a post-offer, pre-employment psychological evaluation.
6. Must pass medical and physical agility examinations before qualifying for appointment.
7. When considered for appointment a candidate must be able to demonstrate proficiency in Spanish language at the level deemed appropriate for the department worked in. The language proficiency of the permanent appointees will be further evaluated during the post-appointment probationary term.

**NOTE: The class specifications including the minimum qualifications for positions in Probation Departments are established by rule and regulations of the Division of Criminal Justice Services. These class specifications are found in Title 9 NYCRR Part 347, Appendix H-10, Standard Specifications for Professional Probation Positions.

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Job Class Code: C2143
Job Group: IX