

PROBATION OFFICER

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class performs various investigatory and supervisory duties related to the services provided by the Department of Probation. Incumbents of this position are considered to be at the full performance level of the Probation Officer series and are distinguished from the Probation Officer Trainee classification by the greater demand for experience, judgment and action. Probation Officers may be assigned to various specialty units and to a variety of locations. An incumbent of this position is a Peace Officer and, as such, must qualify with a department issued weapon and will be required to carry a firearm on assignments. Guidance and instruction may be provided to Probation Officer Trainees, Probation Assistants and clerical personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

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 previous criminal or delinquent records of adults and juveniles before the court; prepares and submits written reports on same;

Provides guidance and instruction to Probation Officer Trainees and Probation Assistants on the policies and procedures involved in conducting pre-sentence and pre-disposition investigations;

Reviews investigation reports to ensure completeness as well as conformance with established policies and procedures;

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 the conditions of probation;

Provides services to probationers and their families;

Counsels persons under court order to pay family support;

Develops needed community resources and maintains working relationships with contacts in community organizations and programs;

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

Performs public relation activities on behalf of the Department of Probation;

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

Explores possible routes of recruitment of volunteers;

Locates probation violators and makes arrests as required;

Executes warrants and ensures that the involved individuals are taken to the appropriate court or custodial setting;

Assists in the return of probation violators from within the state and, when required, out of state;

Assists in search and seizure operations involving probationers;

Maintains contact with local police departments in matters relating to the apprehension of probation absconders;

Accompanies probation staff members in the field as requested;

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

Provides information to staff on matters revealed through the investigation process;

Carries a firearm on assignments;

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

Performs other incidental tasks, as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: 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; good knowledge of the principles and practices of community organizations; ability to gain the confidence and cooperation of others; good powers of observation, perception and analysis; ability to read, write, speak, understand and communicate sufficiently in English to perform the essential functions of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; emotional maturity; tact; initiative; resourcefulness; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Either: (a) Bachelor's Degree* and two years of experience in counseling or casework in a recognized agency adhering to acceptable standards in probation, parole, social services, psychiatric or medical social work, or a related field; or (b) Master's Degree* in social work, education administration, law, sociology, psychology, criminology, or a related field; (c) a satisfactory equivalent amount of training and experience as defined by the limits of (a) and (b).

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: 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 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.
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. Assignments will necessitate carrying a firearm in the execution of duties.
5. Candidates will be required to take and pass a post offer, pre-employment psychological evaluation.

West Co.
J.C.: Competitive
DRC3

Job Class Code: C2674
Job Group: XI