

PROBATION OFFICER TRAINEE

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. This is considered the training level of the Probation Officer series. The Probation Officer Trainee is distinguished from the full performance Probation Officer 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 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 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)

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; prepares and 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: Knowledge of the social sciences, including sociology and psychology; knowledge of social service programs and other community resources; knowledge of factors related to crime and delinquency; ability to establish and maintain effective relationships with clients and officials; ability to understand, interpret and prepare written material; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; tact; good judgment; resourcefulness; initiative; physical condition commensurate with the demands of the position.

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

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.

****DEFINITION:** Social or behavioral sciences includes the following areas: anthropology, counseling, criminal justice, economics, geography, gerontology, history, political science, psychology, social case work and sociology.

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.

SPECIAL REQUIREMENTS CONTINUED ON NEXT PAGE

SPECIAL REQUIREMENTS: (Cont'd.)

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.

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Job Class Code: C0807
Job Group: IX