

PROBATION OFFICER TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: The trainee level is used to recruit to the Probation field college graduates with a career interest in probation. Trainees receive on-the-job training while performing duties of a limited professional nature under close and continuing supervision. Trainee appointments are for a period of one year, following which incumbents receiving satisfactory ratings will be advanced to the title of probation officer without further examination. Performs varied duties related to investigation and supervision in a local probation agency while participating in a continuous in-service training program. Does related duties as required.

TYPICAL WORK ACTIVITIES:

Assists in the collection and analysis of social and legal history data, and in the preparation of investigation reports concerning cases pending in the courts;
Helps supervise probationers by counseling and otherwise assisting them to maintain lawful behavior in the community;
Helps to maintain appropriate case records of persons under probation supervision;
Makes home visits and other community contacts to assist in monitoring and adherence to conditions of probation;
Helps to establish and maintain contact with persons and organizations in the community that may provide necessary resources for individuals serviced by the agency;
Attends on-the-job and special training sessions and participates in conferences and regular staff meetings;
Studies and reviews literature and other appropriate materials related to probation, criminal justice, and social work to systematically acquire essential knowledge or profession.

FULL PERFORMANCE KNOWLEDGES, SKILLS AND ABILITIES AND PERSONAL CHARACTERISTICS:

Basic knowledge of social sciences, including sociology, psychology and economics;
Basic knowledge of social service programs and other community resources;
Basic knowledge of factors related to crime and delinquency;
Good judgement in dealing with people;
Ability to understand, interpret and prepare written material;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Bachelor's degree from a regionally accredited college or university, or one recognized by the New York State Education Department, with at least thirty (30) credit hours in the social or behavioral sciences.

*The class specifications for professional probation positions are mandated under Appendix 10 of the General Rules, Regulations and Procedures in the Administration of Probation in New York and have the force and effect of law.

SPECIAL REQUIREMENT: Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.

NOTE: All those appointed to Probation Officer/Probation Officer Trainee will be required to complete the following training:

1. 105 hours in "the special nature of a probation officer's duties as a "Peace Officer" (New York State Division of Probation and Correctional Alternatives' (NYS DOPCA) Fundamentals of Probation Practice program) within the first four months of employment (three week-long sessions in Albany). These three weeks include generic Peace Officer training as prescribed by the Division of Criminal Justice Services.
2. 10 hours of Oleoresin Capsicum (pepper spray) training within the first six months of appointment.
3. Must possess a valid NYS Drivers License.
4. Upon hiring, the appointee will be required to submit to a fingerprint check at the expense of the employer by NYSDCJS to determine if a criminal background is present. Appointee will also be required to undergo a background check by Broome County Security.