

DEPARTMENT: PROBATION  
CLASSIFICATION: COMPETITIVE  
APPROVED: MARCH 23, 2011

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### PROBATION OFFICER

**DISTINGUISHING FEATURES OF THE CLASS:** Probation Officers are peace officers specifically responsible for providing public protection, rehabilitating offenders and preserving family life. The duties require the application of modern social work techniques in making evaluations of adults or juveniles and in supervising persons on probation. A Probation Officer is called upon to exercise sound professional judgment in analyzing data and in making recommendations concerning court dispositions. The incumbent assists persons on probation and other persons whom the probation agency services. Assistance is also provided to criminals who have histories of committing violent crimes and/or persons who may have open, hostile attitudes towards the Probation Officer. A Probation Officer works under the general supervision of a professional employee of higher rank and may help to supervise the work of probation assistants or volunteers. Provides evaluation, investigation, and supervision services to the courts. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

1. May be assigned to an intake unit to evaluate matters for adjustment at the intake level or to perform supervision of persons in lieu of court action;
2. Obtains and analyzes social and legal data and prepares reports in relation to matters pending in the courts concerning persons awaiting disposition by the courts;
3. Enters and retrieves data as necessary by accessing the department's database;
4. Interprets conditions of sentence to persons placed under probation supervision, supervises such individuals by ascertaining compliance with conditions of probation, and counsels and assists them in problems related to compliance and to the maintenance of lawful behavior in the community;
5. Completes progress reports on persons under supervision and periodically reviews case histories to determine degree of adjustment;
6. Completes violation reports and testifies at delinquency hearings;
7. Collaborates with other social and law enforcement agencies in matters of mutual interest;
8. Participates in the maintenance of various records utilized by the probation office;
9. Utilizes Peace Officer powers when acting pursuant to special duties;
10. Visits personally the probationer's home or place of employment or other community agencies (occasionally entering high crime areas in the evening);
11. May be required to carry a firearm while performing duties as a Probation Officer.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of social sciences, including sociology, psychology, and economics; thorough knowledge of social service programs and other community resources; thorough knowledge of laws pertaining to probation work and functions and procedures of Family and Criminal courts; thorough knowledge of factors related to crime and delinquency; good knowledge of computers and software programs; skill in the use of firearms; ability to understand, interpret and prepare written material; ability to maintain composure when dealing with hostile people; ability to think quickly and act effectively in emergency situations; sound judgment in dealing with people; normal hearing ability; good distance vision in at least one eye and ability to read normal size print; willingness to work irregular hours, evenings, weekends and holidays; physical condition commensurate with the demands of the position.

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## **PROBATION OFFICER CONTINUED**

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and one of the following:

1. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a Graduate Degree in Social Work, Education, Administration, Law, Sociology, Psychology, Criminology or closely related field;
2. 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 Degree **and** two (2) years of full-time paid experience in counseling or casework in a recognized agency that adheres to acceptable standards in probation, parole, social services, psychiatric or medical social work or related work.\*

\* Social Welfare Examiner and/or Support Investigator experience is not acceptable qualifying experience.

### **SPECIAL REQUIREMENTS:**

**In order to be permanently appointed candidates must comply with the following Niagara County conditions of employment. Candidates who fail to meet the following standards will be restricted from certification on the Certified Eligible List and may result in disqualification.**

1. Possession of a valid New York State Driver's License.
2. As a condition of employment, all candidates hired on or after November 1, 1991 must successfully complete the following Peace Officer Training components within one (1) year of date of appointment:
  - a. 70 hours in the Division of Probation and Correctional Alternatives (DCPA) Fundamentals of Probation Practice program ("the special nature of a probation officer's duties as a peace officer") within the first six (6) months of employment;
  - b. 35 hours in the DCPA's Peace Officer/Officer Safety and Survival Training (OSST) Certification program or any local program approved by the Division of Criminal Justice Services (DCJS) for generic Peace Officer training within the first year of appointment;
  - c. 47 hours of Firearms/Weapons training provided by the employer within one (1) year of date of appointment, whether or not the new officer is authorized to carry or use a weapon on the job.
3. After successfully completing the above courses, Probation Officers must annually complete an eight (8) hour Firearms/Weapons re-certification program as a condition of employment.
4. All Probation Officers with one (1) or more years of service must complete a minimum of twenty-one (21) hours of annual continuing probation education as a condition of employment.
5. Candidates must obtain and possess a valid N.Y.S. pistol permit.
6. Candidates may be required to carry a firearm while on duty.
7. Candidates shall be required to work evenings, weekends and holidays.
8. Candidates shall undergo a medical and psychological exam to determine their suitability for employment.
9. Candidates will be required to submit their fingerprints prior to employment for the purposes of conducting a criminal history check by the Division of Criminal Justice Services (DCJS) and the Federal Bureau of Investigation (FBI). Conviction of a felony will bar, and conviction of a misdemeanor or other offense may bar examination or appointment. Candidates shall undergo a personal background investigation by the Probation Department to determine their suitability for employment with the Department.