

## **PROBATION OFFICER I (TRAINEE)\***

**DISTINGUISHING FEATURES OF THE CLASS:** This is a one (1) year traineeship used to appoint individuals to an entry-level Probation Officer I and/or Probation Officer I (Spanish-Speaking) position in a probation department responsible for the care of adults and juveniles subject to probation supervision or intake services which require them to meet certain standards of conduct. A Probation Officer I (Trainee) is responsible for participating in a continuous in-service training program regarding the investigative, supervision, counseling and coaching duties and responsibilities of a Probation Officer I, and under close and on-going supervision of a higher-level probation administrator, performs such duties and exercises such responsibilities in a limited nature. A Probation Officer I (Trainee) is a Peace Officer pursuant to Criminal Procedure Law Section 2.10 and may be authorized to carry a firearm in the performance of his/her duties. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Most tasks are performed under the direct supervision of a probation professional:

- Participates in an in-service training program regarding the investigation, supervision, counseling and coaching duties and responsibilities of a Probation Officer I and develops goals and objectives to ensure the successful completion of the training program;
- Gathers, verifies, reviews and analyzes social, medical, mental health, substance abuse, sex offender, legal and other documentation and by interviewing defendants/respondents, victims, law enforcement personnel and other case related individuals to conduct pre-plea/pre-sentence/pre-disposition investigations;
- Prepares reports regarding persons awaiting disposition of the courts;
- Prepares progress reports on probationers and periodically reviews case histories to determine the degree of adjustment;
- Prepares violation and final case reports;
- Conducts risk and need assessments and evaluates results for pre-trial, and investigation;
- Promotes risk reduction by providing direction and support to help the probationer change factors that promote and maintain criminal/delinquent behavior;
- Prepares case plans and explains conditions of sentence/disposition to probationers;
- Monitors probationers' compliance with conditions of probation;
- Performs drug and alcohol screenings, and collects DNA samples from probationers;
- May develop and maintain professional relationships with other social and law enforcement agencies and cooperates with them in matters of mutual interest such as assisting probationers with life adjustments;
- May arrange for medical, mental health, substance abuse treatment and other services according to individual probationer's needs or court orders;
- May testify in court or at violation hearings;
- May use a firearm in performing duties and exercising authority pursuant to departmental policy.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of interviewing and investigation techniques and practices related to probation; working knowledge of laws pertaining to probation work and the functions and procedures of family and criminal court; working knowledge of assessment and case planning of individuals; working knowledge of the 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 geography of Rockland County\*\*; working knowledge of community resources, employment, training and treatment options available to probationers; ability to understand and follow oral and written instructions; ability to understand, interpret and prepare written material; ability to communicate effectively both orally and in writing; ability to establish and maintain effective cooperative relationships with others; ability to safely and effectively use a firearm if so authorized.

(over)

**MINIMUM QUALIFICATIONS:** A Bachelor's degree or higher with at least thirty (30) credit hours in the Social or Behavioral Sciences.

**NOTES:**

1. Social science includes areas of study concerned with humans living in relation to other humans in a social environment such as anthropology, criminal justice, economics, geography, history, political science, psychology and sociology.
2. 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.

**SPECIAL REQUIREMENTS:**

1. Possession of a current driver's license or the ability to otherwise meet the transportation requirements of the position.
2. When authorized by the Director of Probation III to carry or use a firearm in the performance of official Probation Officer Trainee duties, must, prior to carry or using such firearm, complete firearms training in accordance with Criminal Procedure Law (2.30) (3) and in a program approved by the Municipal Police Training Council (MPTC).
3. Completion of required course in fundamentals of probation practice, given by or approved through the New York State Division of Probation and Correctional Alternatives within one (1) year of appointment.
4. Completion of Peace Officer certification training in a program approved by the New York State Municipal Police Training Council within one (1) year of appointment.
5. New York State residency must be maintained for the duration of employment in this title.
6. For Probation Officer I Traineeship (with language parenthetical – i.e. Spanish-Speaking): When considered for appointment a candidate must be able to demonstrate proficiency in the other language at the level deemed appropriate for the department. The language proficiency of the permanent appointees will be further evaluated during the post-appointment probationary period.

\*This reflects a retitling of Probation Officer Trainee.

\*\*To be demonstrated during the probationary period.

\*\*\*Upon successful completion of the one-year traineeship the incumbent is appointed to the position of Probation Officer I or specialized parenthetical without further examination.