

## Probation Officer Trainee Tompkins County

**Department:** Probation Department  
**Classification:** Competitive  
**Labor Grade:** White Collar Grade 13  
**Approved:** Bd. Res. 254, 09/16/87  
**Revised:** 11/90; 05/91; 01/13; 5/13; 10/16; 6/20  
**By:** HH, Commissioner of Personnel

### **MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited College or University or one accredited by the New York State board or Regents to grant degrees, with a Bachelor's degree or higher with at least thirty (30) credit hours in the social or behavioral sciences.

**Special Requirement:** Where required, possession of a current driver's license or the ability to otherwise meet the transportation requirements of the position.

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

**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.

**Note:** Individuals whose duties and responsibilities include the use of a firearm must also complete training pursuant to Criminal Procedure Law Section 2.30(3).

(Close cultural association is defined as involvement in cultural activities, or cultural groups, or participation in advocacy groups, or involvement in religious or political groups or organizations. Work or volunteer experience that involves supervision or case management of minority persons is not considered as close cultural association for the purposes of meeting these minimum qualifications).

**Note:** The class specifications including the minimum qualifications for positions in Probation Departments are established by rule and regulations of the Division of Criminal Justice Services. These class specifications are found in Title 9 NYCRR Part 347, Appendix H-10, Standard Specifications for Professional Probation Positions.

**Note:** This position is allocated to the competitive class pursuant to Executive Law Section 257(1).

**Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.**

### **DISTINGUISHING FEATURES OF THE CLASS:**

A Probation Officer Trainee performs various duties related to investigation and supervision in a local probation agency while participating in a continuous in-service training program. 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. Supervision of others is not generally a function of this class. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

- Completes risk and needs assessments as required by departmental policy;
- Makes home and other community contacts to determine adherence to conditions of probation;
- 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;

- 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;
- 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;
- Prepares progress reports and develops case plans on persons under supervision and periodically completes a reassessment to determine the degree of adjustment;
- Prepares violation reports and testifies at delinquency hearings;
- Establishes and maintains contact with other social and law enforcement agencies and cooperates with them in matters of mutual interest;
- Maintains contemporaneous case records in data base of persons under probation supervision;
- May be required to collect urine samples for the purpose of drug testing.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Working knowledge of social sciences, including sociology, psychology and economics;
- Working knowledge of social service programs and other community resources;
- Working knowledge of laws pertaining to probation work and functions and procedures of Family and Criminal courts;
- Working knowledge of factors related to crime and delinquency;
- Working judgment in dealing with people;
- Working oral and written communication skills;
- Ability to understand, interpret and prepare written material;
- Ability to understand, install and monitor the technology equipment used in the supervision of offenders;
- Emotional maturity and sound judgment are required.
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

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