

**DISTINGUISHING FEATURES OF THE CLASS:** This is a senior level professional position in a probation department responsible for the control, supervision and care of adults and juveniles subject to probation investigation, supervision or intake services which require them to meet certain standards of conduct. The incumbent performs all the duties and exercises all the responsibilities of a Probation Officer; however, he/she is responsible for more complex assignments than those assigned a Probation Officer and exercises specialized skills regarding evaluating the conduct of probationers, analyzing data, making recommendations regarding court decisions and counseling and coaching probationers. He/she normally is assigned as the lead worker of a unit or a team leader of professional and para-professional probation personnel when a team approach is used. He/she may also be assigned special programs and/or projects. The work is performed under the general supervision of a Probation Supervisor with limited leeway allowed for the use of independent judgment in carrying out the details of the work. Supervision is not a characteristic of this position. The position varies from that of a Probation Officer by the complexity of the cases assigned, possible responsibility for special projects and responsibility as a lead worker position. A Senior Probation Officer 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. The incumbent will perform all related duties as required.

**TYPICAL WORK ACTIVITIES:** *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Performs all the duties and exercises all the responsibilities of a Probation Officer in situations requiring specialized knowledge or skills including supervising a caseload of offenders with extensive legal history and those requiring a high level of supervision;

Serves as the lead worker of a group of probation professionals or serves as team leader where a team approach is used such as in an electronic monitoring unit;

Designs and manages special projects such as analyzing and evaluating an agency's programs for management's review, coordinating probation programs or preparing, developing and carrying out a staff development/training program;

Oversees case transfers including reviewing and assigning transfer cases, fingerprinting, receiving non-compliant transferees back into the jurisdiction from other locations, and overseeing and consulting with professional and para-professional probation personnel about interstate transfers;

Advises supervisory staff regarding all training issues, maintains training records and reports training administered to the Division of Criminal Justice Services;

Performs community relations activities as required;

May use a firearm in performing duties and exercising authority pursuant to departmental policy.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of interviewing and investigative techniques and practices related to probation work including probation work with high risk individuals; Good knowledge of laws and rules pertaining to probation work and the functions and procedures of family and criminal courts; Good knowledge of methods of differential supervision of probationers including the application of cognitive behavioral interventions and motivational techniques; Good knowledge of effective assessment, case planning and management including case planning and management; Good knowledge of special offender populations such as domestic violence offenders, sex offenders, DWI offenders, youthful

offenders, juvenile offenders, Persons in Need of Supervision and juvenile delinquents; Good knowledge of juvenile and adult risk and needs assessment instruments; Good knowledge of tools used to monitor compliance with conditions of probation, such as, drug and alcohol screening, DNA collection, and electronic monitoring devices; Good knowledge of the powers of a Peace Officer; Good knowledge of social sciences, including sociology, psychology and demography; Good knowledge of community resources; Good knowledge of the rules of evidence, arrest laws and custody procedures; Working knowledge of factors related to crime and delinquency; Working knowledge of the provisions of the Health Insurance Portability and Accountability Act (HIPAA) regulations and policies relating to confidentiality of case record information; Working knowledge of the geography of the jurisdiction employed in; Working knowledge of employment, training and treatment options available to probationers; Working knowledge of firearm safety; Skill in the use of firearms where authorized; Ability to administer accurate and thorough assessments related to probation work with high risk individuals such as those with an extensive legal history; Ability to understand and follow oral and written instruction; Ability to analyze and organize data and prepare records and reports; Ability to conduct effective case planning for high risk individuals such as those with an extensive legal history; Ability to refer a probationer to the right types of services within the probation department and the broader community; Ability to promote and monitor change and take appropriate action to sustain growth or help high risk probationers initiate appropriate behavioral patterns; Ability to establish and maintain effective working relationships with others; Ability to counsel probationers regarding social, emotional and vocational problems; Ability to understand and interpret complex written technical

information including statutes, regulations and operational procedures; Ability to administer or coordinate a professional staff development/training program; Ability to communicate effectively both orally and in writing; Ability to administer drug and alcohol testing and collect DNA samples as needed; Ability to understand and empathize with the needs and concerns of others; Ability to maintain composure and make rational judgments under stressful conditions; Ability to use a firearm safely and effectively if so authorized.

**MINIMUM QUALIFICATIONS:**

**OPEN COMPETITIVE:**

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's degree or higher including or supplemented by thirty (30) credit hours in the social or behavioral sciences and two (2) years of experience as a Probation Officer.

**Note:** Course work at the graduate degree level in social work, social sciences, education, administration, law, criminal justice, or a related field may be substituted for work experience for a maximum of one (1) year of experience.

**PROMOTION QUALIFICATIONS:**

One (1) year of permanent competitive class service as a Probation Officer.

**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).

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).

**NOTE:** Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Last Reviewed: 12/27/2019  
Jurisdictional Class: Competitive  
Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A