

PROBATION OFFICER TRAINEE

Distinguishing Features of the Class: Performs varied 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. Does related work 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 to 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;
- Make 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;
- May assist in counseling of persons under court order to pay family support when referred by collection unit;
- 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 Knowledge, Skills, Abilities and/or 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.

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.

01/29/88

09/02/92

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