

PROBATION OFFICER TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: 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. The incumbent performs varied duties related to investigation and supervision in a local probation agency while participating in a continuous in-service training program. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

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;
Makes 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 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 or New York State registered college or university, with at least thirty (30) credit hours in the social or behavioral sciences.

NOTE: Trainee appointments are for a period of one (1) year; following which, incumbents receiving satisfactory ratings will be advanced to the title of Probation Officer without further examination.

SPECIAL REQUIREMENT: Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner.