

**PROBATION OFFICER TRAINEE (HELP  
PROGRAM)**

**General Statement of Duties and Responsibilities**

Under close supervision, receives a course of training and performs beginning level professional work for the purpose of acquiring knowledge, skill and competence in the field of probation work; performs related work.

**Examples of Typical Tasks**

Conducts court ordered investigations of criminal offense(s) to obtain detailed information about the offense, the offender's legal, economic and psycho-social history and the impact of the offense on the complainant/victim.

Prepares and submits written reports and recommendations using available technology.

Supervises probationers and provides supportive casework/counseling services. Refers probationers to social, governmental and community agencies and to other entities which may assist in their rehabilitation. Makes home visits to probationers and performs other field work. Corresponds with and visits relatives, community agencies and employers to ensure that probationers are adhering to the conditions of probation.

Prepares and maintains case records using available technology.

May be assigned to specialized units.

Operates a motor vehicle.

May be required to carry a firearm for certain assignments.

**PROBATION OFFICER TRAINEE (HELP  
PROGRAM)** (continued)

**Qualification Requirements**

A baccalaureate degree from an accredited college, including or supplemented by 30 semester credits in sociology, law, psychology, education, social work, criminology, rehabilitation counseling, counseling, guidance, or related courses that cover contemporary, cultural, social or psychological issues.

**License Requirement**

A motor vehicle driver license valid in the State of New York. This license must be maintained for the duration of employment.

**Peace Officer Status**

Eligibility for Peace Officer status must be maintained for the duration of employment.

**Note:**

This title is classified in the non-competitive class for a 12-month period under the Hiring Emergency Limited Placement (HELP) Program. At the conclusion of 12 months incumbents will be transferred into “Probation Officer Trainee (51801)” as permanent competitive class employees.

**Probationary Period:**

Appointment to this position is subject to a two-year probationary period. Upon conclusion of one year of satisfactory service, employees in this title will advance, without further examination, to Probation Officer (51810). The second year of probationary service will be served in Probation Officer (51810).