

**PROBATION OFFICER**  
**(HELP PROGRAM)**

**General Statement of Duties and Responsibilities**

Under supervision, with some latitude for independent or unreviewed action or decision, performs difficult and responsible work in the field of probation providing assigned individuals services in intake, investigation, supervision, and enforcement; performs related work.

**Examples of Typical Tasks**

Makes preliminary investigations of the defendants' alleged crimes or offenses, covering such matters as the nature of the offense, the place and manner in which it was committed, the circumstances, and the statements of the complainant and defendant.

Obtains information on the offender's legal, economic, and psycho-social history and background.

Interprets conditions of sentence to persons placed under probation supervision.

Provides therapeutic counseling to probationers individually or in groups to assist them in dealing with problems such as alcoholic and narcotic addiction, psychiatric disorders, unemployment, and marital difficulties; supervises their progress.

Assists Family Court in making appropriate determinations in very complex and sensitive cases by conducting investigations related to matters, such as child custody, visitation and adoptions.

Acts as liaison between the department and the courts.

Secures and clarifies information, answers questions, prepares and submits written reports and recommendations, including revocation of probation if necessary.

Keeps track of court cases in which the department is involved.

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

**Examples of Typical Tasks** (continued)

Refers probationers to social, governmental or community agencies which may assist in probationer's rehabilitation.

Performs field work, which includes home visits to individuals under investigation or supervision; corresponds with and makes collateral visits to friends, relatives, community agencies, employers, former employers, churches, schools, law enforcement agencies, and others for the purpose of monitoring probationer's adherence to the conditions of probation.

Prepares and maintains case records.

Provides specialized services in research and demonstration projects.

Provides intake service to determine the necessity for court intervention or adjusts matters without referral to court.

Operates a motor vehicle.

Serves as department representative, as may be required.

Receives instruction in the use of deadly physical force, firearms and other weapons.

May operate a computer to review materials and literature related to probation, and/or access caseload information, update casework information and prepare reports.

May supervise probationers with more complex/sensitive cases and may assist in the supervision of volunteers.

May be required to: perform violation of probation warrant investigations; make collateral field visits; enforce violation of probation warrants; execute warrants; perform "failure to report" investigations and requisite field visits; detain or take into custody probationers wanted by law enforcement agencies; assist the Office of General Counsel in the preparation of cases for the Violation of Probation process; and execute search orders.

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

**Examples of Typical Tasks** (continued)

Receives instruction in deadly physical force and the use of firearms and other weapons.

May be required to carry a firearm for certain assignments.

**Qualification Requirements**

1. A graduate degree from an accredited college in social work, education, law, sociology, psychology, criminology, rehabilitation counseling, counseling, guidance, or a related field; or
2. A Bachelor of Social Work degree from an accredited college and one year of satisfactory full-time experience in casework or counseling in a recognized social work/counseling setting adhering to acceptable professional standards in the field of probation, parole, social services, psychiatric social work, or a related field; or
3. A baccalaureate degree from an accredited college and two years of satisfactory full-time experience in casework or counseling as described in **"2"** above; or
4. A baccalaureate degree from an accredited college and one year of satisfactory full-time experience in the field of probation providing services for assigned individuals in intake, investigation, supervision or enforcement; or
5. A satisfactory combination of education and/or experience which is equivalent to **"1"**, **"2"**, **"3"** or **"4"** above. However, all candidates must have at least a baccalaureate degree from an accredited college. Graduate credits from an accredited college in the fields listed in **"1"** above may be substituted for up to one year of experience as described in **"2"** above on the basis of 30 graduate semester credits for one year of experience.

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

**Qualification Requirements** (continued)

To be acceptable for meeting the qualification requirements, experience in casework and/or counseling must have involved therapeutic interaction used to modify behavior. The experience must include at least one of the following areas: (a) intake and developing and recording a psycho-social history; (b) conducting an evaluative analysis or assessment; (c) providing counseling or supportive supervision; (d) developing and implementing a treatment plan; or (e) providing referral and follow-up services. Such experience must have been gained after receipt of a baccalaureate degree. Experience as a tutor, clerk, peer counselor, leader/companion, recreational counselor, legal assistant, investigator, camp counselor or custodial supervisor is not acceptable.

**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**

This class of positions is designated for Peace Officer status under the New York State Criminal Procedure Law. Therefore, candidates must be found qualified to serve as Peace Officers. Employees must satisfactorily complete a course of training in the use of deadly physical force, firearms and other weapons during their probationary periods and periodically thereafter. 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 (51810)” as competitive class employees.

**Probationary Period:**

This title is subject to a 12-month probationary period. The period of probation may be served while in the non-competitive classification under the HELP program or in the competitive classification, or both. However, all employees must serve a total of 12 months of probation.