

**NEW YORK CITY DEPARTMENT OF PROBATION  
JOB VACANCY NOTICE – JVN 781-23-038**

<b>CIVIL SERVICE TITLE:</b> Probation Officer Trainee	<b>TITLE CODE NO.</b> 51801
<b>OFFICE TITLE:</b> Probation Officer Trainee	<b>SALARY:</b> \$40,963
<b>DIVISION/WORK UNIT:</b> Operations	<b>WORK LOCATION:</b> Citywide
<b>HOURS:</b> 40 Hours per week	<b>NUMBER OF POSITIONS:</b> TBD

**JOB DESCRIPTION:**

The NYC Department of Probation (DOP) is a world leader in working creatively and effectively engaging with people under court-mandated community supervision. Through innovative partnerships with people and organizations throughout the New York City, DOP provides opportunities for those on probation to access services and opportunities that positively impact their life trajectory. Following the best current data on “what works,” staff at DOP engage in meaningful relationships with those on probation in an effort to enhance community safety and decrease recidivism.

The Department is recruiting Probation Officer Trainees for the Divisions of Adult and Juvenile Operation. The Probation Officer Trainees 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. The duties include, but are not limited to:

- 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 assignment

**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.

**Residency Requirement**

New York City residency is not required for this position. However, you must reside in New York State.

**APPOINTMENTS ARE SUBJECT TO OFFICE OF MANAGEMENT AND BUDGET (OMB) APPROVAL**

**TO APPLY, PLEASE SUBMIT RESUME AND COVER LETTER TO:**

**External Applicants:** <https://a127-jobs.nyc.gov/>

**Internal Applicants: Employee Self Service (ESS)**

**SUBMISSION OF APPLICATION IS NOT A GUARANTEE THAT YOU WILL RECEIVE AN INTERVIEW**

**POST DATE: January 10, 2023**

**POST UNTIL: Until Filled**

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"The City of New York is an inclusive equal opportunity employer committed to recruiting and retaining a diverse workforce and providing a work environment that is free from discrimination and harassment based upon any legally protected status or protected characteristic, including but not limited to an individual's sex, race, color, ethnicity, national origin, age, religion, disability, sexual orientation, veteran status, gender identity, or pregnancy."

Note: Public Service Loan Forgiveness Program (PSLFP). The federal government provides student loan forgiveness through its Public Service Loan Forgiveness Program (PSLF) to all qualifying public service employees. Working with the DOP qualifies you as a public service employee and you may be able to take advantage of this program while working full-time and meeting the program's other requirements. Please visit the Public Service Loan Forgiveness Program site to view the eligibility requirements: <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>