

**NEW YORK CITY DEPARTMENT OF PROBATION
JOB VACANCY NOTICE**

CIVIL SERVICE TITLE: Probation Officer	TITLE CODE NO.: 51810
OFFICE TITLE: Probation Officer	SALARY: \$42,759 - \$49,173
DIVISION/WORK UNIT: Various	WORK LOCATION: As assignment within any of the 5 Boroughs of NYC.
HOURS: 40 Hours Per Week	NUMBER OF POSITIONS: Multiple

JOB DESCRIPTION

The New York City Department of Probation (DOP) helps build stronger and safer communities by working with and supervising people on probation, fostering positive change in their decision-making and behavior, and expanding opportunities for them to move out of the criminal and juvenile justice systems through meaningful education, employment, health services, family engagement and civic participation. We are located in every borough across the City and provide three core services –pre-sentence investigations, intake and probation supervision. In summary, DOP ensures that people who enter our system are supervised according to their risk level and receive the support and services they need to abide by the law and be an asset to their communities.

Probation Officers can be assigned to DOP offices throughout the five boroughs, and may be required to work shifts that span weekends/holidays/evenings/overnight, etc. General Probation Officers duties may include, but are not limited to:

- Making 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.
- Obtaining information on an offender's legal, economic, and psycho-social history and background.
- Interpreting conditions of sentence to persons placed under probation supervision.
- Providing 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.
- Acting as liaison between the department and the courts.
- Securing and clarifying information, answers questions, prepares and submits written reports and recommendations, including revocation of probation if necessary.
- Keeping track of court cases in which the department is involved.
- Referring those on probation to social, governmental or community agencies which may assist in rehabilitation.
- Performing field work, which includes home visits to individuals under investigation or supervision; corresponding with and making collateral visits to friends, relatives, community agencies, employers, former employers, churches, schools, law enforcement agencies, and others for the purpose of monitoring adherence to the conditions of probation.
- Preparing and maintaining case records.
- Providing specialized services in research and demonstration projects.
- Providing intake service to determine the necessity for court intervention or adjusts matters without referral to court.
- 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.
- 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 be required to carry a firearm for certain assignments.

PREFERRED SKILLS:

- Understanding and experience working with high risk young people
- Capacity for creative problem-solving, conflict resolution, violence prevention
- Strong written and oral communication skills
- Capacity to think and act intentionally and strategically to help young people change behaviors
- Creative problem-solving and thinking
- Self-motivation, initiative, sound judgment, and commitment to ongoing learning
- Ability to work as a part of a team

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.

Note: In order for experience to be acceptable, at 60% of your time must be spent performing duties which involve 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

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.

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: May 17, 2018

POST UNTIL: Filled.

JVN #: 781- 18-028

THE CITY OF NEW YORK AND THE DEPARTMENT OF PROBATION IS AN EQUAL OPPORTUNITY EMPLOYER"
NOTE: This position is open to qualified persons with a disability who are eligible for the 55-a Program. Please indicate on your resume or cover letter that you would like to be considered for the position under the 55-a Program."