



## Cayuga County Department of Human Resources and Civil Service Commission

### JOB SPECIFICATION

Civil Service Title: **PROBATION OFFICER I**  
Jurisdictional Class: Competitive  
Civil Division: Probation Department  
Adoption: CSM  
Revised: CSM 11/10/04, 06/10/09, 3/9/16, 11/26/19

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#### **DISTINGUISHING FEATURES OF THE CLASS:**

Provides evaluation, investigation, and supervision services for persons within the jurisdiction of the courts; does related work as required. The duties require the application of modern social work techniques in making evaluations of adults or juveniles and in supervising persons on probation. A Probation Officer I is called upon to exercise sound professional judgment in analyzing data and in making recommendations concerning court dispositions. He assists persons on probation and other persons whom the probation agency services. A Probation Officer I works under supervision of a higher-ranking professional employee and may help to supervise the work of probation assistants, probation officer trainees, interns or volunteers.

Appointments to this title are automatically made of Probation Officer Trainees I who have satisfactorily completed 1 year of service.

#### **TYPICAL WORK ACTIVITIES: (Illustrative Only)**

- May be assigned to an intake unit to evaluate matters for adjustment at the intake level or to perform supervision of persons in lieu of court action;
- Obtains and analyzes social and legal data and prepares reports in relation to matters pending in the courts concerning persons awaiting disposition of the courts;
- Interprets conditions of sentence to persons placed under probation supervision, supervises such individuals by ascertaining compliance with conditions of probation, and counsels and assists them in problems related to compliance and to the maintenance of lawful behavior in the community;
- Prepares progress reports and assessments on persons under supervision and periodically prepares and reviews case histories to determine degree of adjustment;
- Prepares violation reports and testifies at delinquency hearings;
- Establishes and maintains contact with other social and law enforcement agencies and cooperates with them in matters of mutual interest;
- Helps to maintain a variety of written and computerized records utilized by the Probation Office;
- Assists in supervision of Probation Officer Trainees, Probation Assistants, and volunteers.

#### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, 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 current probation principles and practices;
- Basic knowledge of laws pertaining to probation work and functions and procedures of Family and Criminal courts;
- Basic knowledge of factors related to crime and delinquency;
- Good judgment in dealing with people;
- Good writing skills and an ability to understand, interpret, and prepare written material;
- Basic knowledge of current computer operating systems and software;

## **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:**

(continued)

- Ability to work cooperatively and effectively as part of a unit or team;
- Good oral skills as they relate to interviewing and testifying before the Court;
- Willingness to work evenings, weekends or holidays; contacts with probationers may be at the probationer's residence, place of employment or other locations in the community. Such locations may place the Probation Officer's safety at risk;
- Physical condition commensurate with the demands of the position.

## **MINIMUM QUALIFICATIONS:**

(A) Graduate Degree\* from a regionally accredited college or university or one recognized by the New York State Education Department in social work, education, administration, law, sociology, psychology, criminology, or a related field; **OR**

(B) Bachelor's Degree from a regionally accredited college or university or one recognized by the New York State Education Department AND 2 years of counseling or casework in a recognized agency adhering to accepted standards in probation, parole, social services, psychiatric or medical social work, or related field; **OR**

(C) An equivalent combination of training and experience as set by the limits of (A) and (B).

**\* A Graduate Degree is a Master's Degree or higher.**

**PROMOTION:** Satisfactory completion of 1 year service as Probation Officer Trainee I.

## **SPECIAL REQUIREMENTS:**

- Applicants must be at least 21 years of age at time of appointment (Executive Law 257).
- Applicants must possess a valid New York State Driver's License at the time of appointment and maintain such throughout employment.
- A Probation Officer I position is a peace officer under State Law. All candidates will be required to participate in, and satisfactorily complete all requirements of a training program. Training will include classroom instructions in such areas as basic law, social work practice and case management, use of deadly physical force, firearms and other weapons training and arrest procedures. Successful completion of the program is mandatory for continued employment.
- Those hired as Probation Officer I, are required to complete 21 hours of annual in-service training to include deadly physical force training and other specialized training related to their duties, which may include: firearms, Oleoresin Capsicum (OC) spray, hand cuffs, radios, defensive tactics and other topics.
- An applicant who is offered employment, must be willing to submit to criminal history checks by both the Division of Criminal Justice Services and the Federal Bureau of Investigation. Those checks will be subject to a fee determined by each respective agency, and that fee must be paid by the applicant at the time the fingerprints are taken.
- Cayuga County hiring policy requires applicants to submit to a urine screen; the associated fee is paid by the hiring County department.
- Those holding the title of Probation Officer I are required to carry firearms while conducting certain tasks related to their special duties; to ensure applicants are suitable to exercise this responsibility, applicants shall undergo a psychological evaluation.

## **Regulated Probation Titles:**

Executive Law, Part 347.4, Probation Management Regulations.

Standard specifications and qualifications are set forth in appendix H-10 of the section and local civil service commissions must use the standard specifications.