



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title:	PROBATION OFFICER II
Jurisdictional Class:	Competitive
Civil Division:	Probation Department
Adoption: CSM	09/24/83
Revised: CSM	11/19/97, 11/10/04, 3/9/16, 11/26/19

DISTINGUISHING FEATURES OF THE CLASS:

Undertakes special assignments and has immediate charge of complex cases in a local probation agency; does related work as required. Employees in this class work at an advanced professional level in a local probation agency. They are responsible for more complex assignments and more difficult case evaluations in intake, investigation, and supervision activities than those assigned to regular Probation Officer I employees. Employees in this class work under general supervision of a higher-ranking professional employee with more independence of action than that granted probation officers. Does related work as required or assigned. May be required to perform limited supervisory work in the absence of the Probation Supervisor I or Director of Probation or as otherwise assigned.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Carries out duties of a Probation Officer I requiring specialized knowledge and skills;
- Performs all, or specialized, intake assignments;
- Serves as team or unit leader where such approach is employed;
- Carries out special projects in the area of probation research, study, and development;
- Evaluates staff training needs and coordinates and/or conducts special in-service training programs for staff; demonstrates knowledge of training regulations as they relate to Probation staff;
- Develops needed community resources and maintains working relationships with community organizations and programs;
- Performs public relation activities on behalf of agency;
- Directs a volunteer program with duties of orientation, training, and coordination of the work of volunteers;
- Reviews investigation reports and probation supervision summaries;
- Prepares evaluative analyses of agency programs.

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

- Good knowledge of modern probation principles and practices;
- Good knowledge of principles underlying human behavior, growth, and development;
- Good knowledge of and skill in investigating, interviewing, case recording, and report preparation techniques as applied to probation work;
- Good knowledge of laws and regulations pertaining to probation work and of functions and procedures of courts involved with the work of the agency;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:
(continued)

- Good knowledge of current computer programs and software related to programs and functions required by the department and related agencies;
- Good organizational and time management skills;
- Good writing and oral communications skills, as these skills relate to preparing required work and representing the department in Court or public settings;
- Good knowledge of community organization principles and practices;
- Ability to gain the confidence and cooperation of others;
- Emotional maturity;
- Good powers of observation, perception, and analysis;
- Employee's physical condition shall be commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Two (2) years' experience as a Probation Officer I. Graduate work in social work, law, public administration, criminal justice, sociology, or a related field may be substituted for such experience on a year-for-year basis up to a maximum of 2 years.

PROMOTION:

One (1) year of permanent competitive class service as Probation Officer I.

SPECIAL REQUIREMENTS:

- Applicants must possess a valid New York State driver's license at the time of appointment and maintain such throughout employment.
- Applicants should show potential for leadership and seek opportunities to expand their training and education by attending related courses or seminars related to leadership, supervision, management or organizational skills.
- Probation Officers 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.

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.