

Civil Division: Oneida County Government  
Jurisdictional Class: Competitive  
EEO Category: Paraprofessionals  
Revised: 01/06/06

## **PROBATION OFFICER**

**DISTINGUISHING FEATURES OF THE CLASS:** The duties of this class require the application of modern social work techniques in conducting investigations, making evaluations of adults or juveniles and in supervising persons on probation. A Probation Officer is called upon to exercise sound professional judgment in analyzing data and in making recommendations concerning court dispositions. He/she assists persons on probation, and other persons whom the probation agency services. A Probation Officer works under supervision of a higher ranking professional employee and may supervise the work of Probation Assistants. Incumbent performs related work as required.

### **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 actions;

Obtains and analyzes social and legal data, and prepares investigation reports in relation to matters pending in the courts concerning persons awaiting disposition by the courts;

Interprets conditions of sentence to persons placed under probation supervision, supervises such individuals by ascertaining compliance with conditions of probation, counsels and assists them in problems relating to compliance, and to the maintenance of lawful behavior in the community;

Prepares progress reports on persons under supervision and periodically 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 records utilized by the probation office.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Good knowledge of social sciences, including sociology, psychology and economics; good knowledge of social service programs and other community resources; good knowledge of laws pertaining to probation work, functions and procedures of family and criminal courts; good knowledge of factors related to crime and delinquency; good judgment in working with people; ability to understand, interpret and prepare written material.

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**MINIMUM QUALIFICATIONS:** Either:

- (A) Possession of a Master's Degree in social work, education, administration, law, sociology, psychology, criminology, or a related field; **OR**
- (B) Bachelor's Degree from a regionally accredited or NYS registered college or university, **AND** two (2) years of experience in counseling or casework in a recognized agency adhering to acceptable standards in probation, parole, social services, psychiatric or medical social work, or a related field.

**SPECIAL REQUIREMENT:** Certain assignments made to employees in this class will require access to transportation to meet field work requirements in a timely and efficient manner. Possession of a valid New York State driver's license at time of appointment will be required. Incumbent must maintain license throughout appointment.

Adopted: 02/09/82  
Revised: 05/27/94, 09/19/96, 11/15/00, 01/06/06

*Title in promotional series: Probation Assistant, Probation Officer, Probation Officer Spanish, Senior Probation Officer, Probation Supervisor, Probation Director II*