

Civil Division: Oneida County Government  
Jurisdictional Class: Competitive  
EEO Category: Paraprofessionals  
Revised: 01/05/06

### **SENIOR PROBATION OFFICER**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this class is responsible for undertaking special assignments and for taking immediate charge of assigned complex cases. Employees in this class differ from Probation Officers, in that incumbents work at an advanced professional level. They are responsible for more complex assignments and more difficult case evaluations in intake, investigation and supervision activities. Employees in this class work under the general supervision of a higher ranking professional employee, having more independence of action than that granted to Probation Officers. An employee in this class may supervise Probation Officers. The incumbent performs related work as required.

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

Carries out advanced level duties of Probation Officer, requiring special knowledge and skills;

Performs specialized intake assignments;

Serves as team leader supervising Probation Officers, where team approach is employed;

Serves as specialist in employment matters concerning probationers;

Carries out special projects in the area of probation research, study and development;

Evaluate staff training needs, and coordinates and/or conducts special in-service training programs for staff;

Develops needed community resources, and maintains working relationships with community organizations and programs;

Performs public relations 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;

Requires driving to field work locations.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of modern principles and practices of probation; 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, and of functions and procedures of courts involved with the work of the agency; good knowledge of community organization principles and practices; ability to gain the confidence and cooperation of others; initiative; resourcefulness; good judgment.

**MINIMUM QUALIFICATIONS:** Twenty-four (24) months of permanent competitive status as Probation Officer.

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**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: 10/03/90, 8/17/95, 09/25/96, 01/05/06

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