

Greene County Probation Job Announcement:

Probation Officer

Hourly Rate: \$30.55 (Grade 14, Step 0)

This is a full-time, provisional appointment contingent upon Civil Service examination.

This is the entry-level professional position in a probation department responsible for the control, supervision, and care of adults and juveniles subject to probation supervision or intake services which requires them to meet certain standards of conduct. The incumbent uses sound professional judgment and applies investigative techniques to evaluate the conduct of those subject to court-ordered investigation, analyze data, and make recommendations regarding court dispositions. He/she also counsels and coaches' probationers and others receiving probation services to change patterns of thinking and behavior to help promote and sustain a law-abiding relationship with society and reduce the likelihood of becoming re-involved in criminal or delinquent behavior. Depending upon individual needs and/or court orders, a Probation Office may arrange for medical, mental health, or substance treatment services. Supervision is not a characteristic of this position. The work is performed under the general supervision of a higher-ranking probation professional. A Probation Officer is a Peace Officer pursuant to Criminal Procedure Law Section 2.10 and may be authorized to carry a firearm in the performance of his/her duties. The incumbent will perform all related duties as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of interviewing and investigative techniques and practices related to probation work; Good knowledge of laws and rules pertaining to probation work and the functions and procedures of family and criminal courts; Good knowledge of methods of differential supervision of probationers including the application of cognitive behavioral interventions and motivational techniques; Good knowledge of effective case planning and management; Good knowledge of special offender populations such as domestic violence offenders, sex offenders, DWI offenders, youthful offenders, juvenile offenders, Persons in Need of Supervision and juvenile delinquents; Good knowledge of juvenile and adult risk and needs assessment instruments; Good knowledge of tools used to monitor compliance with conditions of probation, such as drug and alcohol screening DNA collection, and electronic monitoring devices; Good knowledge of the powers of a Peace Officer; Good knowledge of the geography of the jurisdiction employed in; Good knowledge of factors related to crime and delinquency; Working knowledge of the rules of evidence, arrest laws and custody procedures; Working knowledge of the provisions of the Health Insurance Portability and Accountability Act (HIPPA) regulations and policies relating to confidentiality of case record information; Working knowledge of social sciences, including sociology, psychology and demography; Working knowledge of community resources; Working knowledge of employment, training and treatment options available to probationers; Working knowledge of firearm safety; Skill in the use of firearms where authorized; Ability to administer accurate and thorough assessments; Ability to understand and follow oral and written instructions; Ability to analyze and organize data and prepare records and reports; Ability to conduct effective case planning; Ability to refer a probationer to the right type of services within the probation department and the broader community; Ability to promote and monitor change and take appropriate action to sustain growth or help the probationer initiate appropriate behavioral patterns; Ability to establish and maintain effective working relationships with others; Ability to counsel probationers regarding social, emotional and vocational problems. Ability to understand and interpret complex written technical information including statutes, regulations and operational procedures; Ability to communicate effectively both orally and in writing; Ability to administer drug and alcohol testing and collect DNA samples as needed; Ability to understand and empathize with the needs and concerns of others; Ability to maintain composure and make rational judgments under stressful conditions; Ability to use a firearm safely and effectively if so authorized.

OPEN COMPETITIVE MINIMUM QUALIFICATIONS:

- A. Satisfactory completion of a Probation Officer 1 traineeship; **OR**
- B. Possession of a graduate degree in social work, social sciences, education, administration, law, criminal justice, or a related field; **OR**
- C. Possession of a Bachelor's degree or higher with at least thirty (30) credit hours in the social or behavioral sciences and two (2) years of experience in counseling, law enforcement, juvenile or criminal justice, education, or casework in a probation, law enforcement, juvenile or criminal justice, corrections, community corrections, parole, social services, mental health, social work or other public or private human services agency.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies that provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Note: Coursework at the graduate degree level in social work, social sciences, education, administration, law, criminal justice, or a related field may be substituted for work experience for a maximum of one (1) year of experience.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license is required at the time of appointment and must be maintained throughout employment.

Note:
Counseling Experience involves interviewing individuals and/or families, discussing and evaluating their problems (e.g. drug and alcohol abuse, family conflicts, disabilities), and developing and carrying out plans to resolve problems. Those who perform counseling duties work directly with individuals and/or families on an ongoing basis in order to assist them and monitor and evaluate their progress.

Law Enforcement Experience involves providing for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws, and promoting good community relations as a member of a regional state park police or a police force, police department or other organization of a county, city, town, village, housing authority, transit authority or police district.

Education Experience involves teaching a curriculum to students or supervising/administering such a curriculum and those teaching it or experience as a guidance counselor, school or educational counselor, or instructional coordinator/curriculum coordinator in a criminal justice or juvenile justice setting.

Casework Experience involves activities directed toward enhancing a client's ability to cope with and solve problems, and the referral of clients to supporting resources and services. Functions include client assessment, problem identification, development, monitoring and revision of a service plan, motivational support, counseling, crisis intervention, referral to social and support services, and coordination of services.

Note: In addition to standardized Probation-specific training, the New York State Municipal Police Training Council requirements for Peace Officers mandate the completion of 162 hours of specialized training, including 40 hours of defensive tactics training. Therefore, candidates must be in good physical condition, able to engage in strenuous physical activity, and willing to travel to wherever the training is being held. Individuals whose duties and responsibilities include the use of a firearm, or other weapons must also complete training pursuant to Criminal Procedure Law Section 2.30(3).

Note: The class specifications including the minimum qualifications for positions in Probation Departments are established by rules and regulations of the Division of Criminal Justice Services. These class specifications are found in Title 9 NYCRR Part 347, Appendix H-10, Standard Specifications for Professional Probation Positions.

Note: This position is allocated to the competitive class pursuant to Executive Law Section 257(1).
Submission of a Greene County employment application is **required** that shows you meet the minimum qualifications for the examination for this position. You are responsible for an accurate and clear description of your experience. **You may include a resume, but do not substitute a resume.**

Applications can be obtained at: [GC-HR-EMPLOYMENT-APPLICATION-WITH-CONSENT-RELEASE-FORM-2024.pdf](#) Qualified candidates should submit employment applications to the Greene County Human Resource Department, 411 Main Street, Catskill, NY 12414 or hr@greencountyny.gov.