

Greene County Probation Job Announcement:
Probation Officer Trainee
Hourly Rate: \$26.07 (Grade 12, Step 0)

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

This is a one-year traineeship used to appoint individuals to an entry-level Probation Officer 1, Probation Officer 1 (Other Language) or Probation Officer (Community Liaison) position in a probation department responsible for the care of adults and juveniles subject to probation supervision or intake services which require them to meet certain standards of conduct. A Probation Officer 1 Trainee is responsible for participating in a continuous in-service training program regarding the investigative, supervision, counseling and coaching duties and responsibilities of a Probation Officer 1 and, under close and on-going supervision, performs such duties and exercises such responsibilities in a limited nature. When a Probation Officer 1 Trainee participates in a traineeship for a Probation Officer 1 (Other Language) or a Probation Officer 1 (Community Liaison) position, he/she is required to satisfy the additional requirements for these positions and be capable to learn the specialized work they perform. Probation Officer 1 Trainee work is performed under the direct supervision of a probation professional. Upon successful completion of the one-year traineeship the incumbent is appointed to the position of Probation Officer 1 or specified parenthetical without further examination. A Probation Officer 1 Trainee 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: Working knowledge of interviewing and investigative techniques and practices related to probation work; Working knowledge of laws pertaining to probation work and the functions and procedures of family and criminal courts; Working knowledge of methods of differential supervision of probationers including the application of cognitive behavioral interventions and motivational techniques; Working knowledge of effective assessment, case planning and management; Working knowledge of special offender populations such as domestic violence offenders, sex offenders, DWI offenders, youthful offenders, Persons in Need of Supervision and juvenile delinquents; Working knowledge of juvenile and adult risk and needs assessment instruments; 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 tools used to monitor compliance with conditions of probation, such as drug and alcohol screenings, DNA collection and electronic monitoring devices; Working knowledge of powers of a Peace Officer; Working knowledge of the geography of the jurisdiction employed in; Working knowledge of factors related to crime and delinquency; Working knowledge of the rules of evidence, arrest laws and custody procedures; 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 types 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, 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 safely and effectively use a firearm if so authorized;

ADDITIONAL FOR PROBATION OFFICER 1 (OTHER LANGUAGE) TRAINEESHIP: Good knowledge of grammar, vocabulary, syntax and pronunciation in other language; Ability to speak the other language at a proficiency level deemed appropriate by the department worked in.

ADDITIONAL FOR PROBATION OFFICER 1 (COMMUNITY LIAISON) TRAINEESHIP: Working knowledge of programs, literature, forms, instructions etc. related to probation services delivered to the minority community served; Working knowledge of demographic, socio-economic, cultural and other minority issues related to the probation services delivered; Working knowledge of community resources available to the respective minority community; Working knowledge of modern principles and practice related to effective outreach to the minority community served; Ability to establish and maintain working relationships with the respective minority community and other agencies/organizations providing them with services.

OPEN COMPETITIVE MINIMUM QUALIFICATIONS: Possession of a Bachelor's degree or higher with at least thirty (30) credits hours in the social or behavioral sciences.

PROMOTION QUALIFICATIONS: One (1) year of permanent competitive class service as a Probation Assistant plus possession of a Bachelor's degree or higher with at least thirty (30) credit hours in the social or behavioral sciences.

Additional for Probation Officer 1 (Community Liaison) Traineeship:

- A. Completion of a college or university major course of study which included a minimum of twenty-four (24) semester credit hours in Native American, African-American, Asian or Hispanic Cultural;
- OR**
- B. Two years of close cultural association with Native Americans, African-American, Asian or Hispanics, or a work association in a criminal justice or juvenile setting which requires advocacy for or interaction with Native Americans, African Americans or Asians or Hispanics.

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 who 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.

Special Requirement for Probation Officer 1 (Other Language) Traineeship: When considered for appointment a candidate must be able to demonstrate proficiency in the other language at the level deemed appropriate for the department worked in. The language proficiency of the permanent appointees will be further evaluated during the post-appointment probationary term.

(Close cultural association is defined as involvement in cultural activities, or cultural groups, or participation in advocacy groups, or involvement in religious or political groups or organizations. Work or volunteer experience that involves supervision or case management of minority persons is not considered as close cultural association for the purposes of meeting these minimum qualifications.)

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:
Social Science includes the areas of study concerned with humans living in relation to other humans in a social environment such as anthropology, criminal justice, economics, geography, history, political science, psychology, and sociology.
Behavioral Science is a subset of social science characterized by observation of the behavior of living organisms and focused on human social behavior such as psychology, sociology, anthropology, counseling, criminal justice, gerontology, human behavior, social work/social welfare, and vocational rehabilitation.

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 rule 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).

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@greenecountyny.gov.