

## **PROBATION OFFICER II\*\***

**DISTINGUISHING FEATURES OF THE CLASS:** This is a senior level professional position in a probation department responsible for the control, supervision and care of adults and juveniles subject to probation investigation, supervision or intake services which require them to meet certain standards of conduct. The incumbent performs all of the duties and exercises all of the responsibilities of a Probation Officer I; however, he/she is responsible for more complex assignments than those assigned to a Probation Officer I and exercises specialized skills regarding evaluating the conduct of probationers, analyzing data, making recommendations regarding court decisions and counseling and coaching probationers. The work is distinguished from a Probation Officer I by the complexity of the cases assigned, and responsibility for special projects. The work is performed under the general supervision of a Probation Supervisor I with limited leeway allowed for the use of independent judgment in carrying out the details of the work, and work guidance (e.g. lead work) may be provided to Probation Officers I and Probation Assistants. A Probation Officer II 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. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Performs all of the duties and exercises all the responsibilities of a Probation Officer I in situations requiring specialized knowledge or skills including overseeing a caseload of offenders with extensive legal history and those requiring a high-level of monitoring;  
Provides work guidance (e.g., lead work) to a group of probation professionals or serves as a team leader;  
Designs and oversees special projects such as analyzing and evaluating programs for management's review, coordinating probation programs or preparing, developing and carrying out a staff development/training program;  
Oversees case transfers including reviewing and assigning transfer cases, fingerprinting, receiving non-compliant transferees back into the jurisdiction from other locations, and overseeing and consulting with professional and para-professional probation personnel about interstate transfers;  
Advises supervisors regarding all training issues, maintains training records and reports training administered to the Division of Criminal Justice Services;  
Performs community relations activities as required;  
Conducts pre-sentence and custody investigations of complex cases;  
May serve as liaison to the State and/or County for specialized programs or populations;  
May be assigned special programs and/or projects;  
May use a firearm in performing duties and exercising authority pursuant to department policy.

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

Good knowledge of laws and rules pertaining to probation work and the functions and procedures of family and criminal courts; good knowledge of interviewing, and investigative techniques and practices related to probation work including high-risk individuals; good knowledge of effective assessment and case planning; good knowledge of the methods and applications of cognitive behavioral interventions and motivational techniques; good knowledge of special offender populations such as domestic violence offenders, sex offenders, DWI offenders, youthful offenders, juvenile offenders, and juvenile delinquents; 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 rules of evidence, arrest laws and custody procedures;

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working knowledge of factors related to crime and delinquency; 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 employment, training and treatment options available to probationers; ability to communicate effectively both orally and in writing; ability to understand and follow oral and written instructions; ability to analyze and organize data and prepare records and reports; ability to establish and maintain cooperative relationships with others; ability to use a firearm safely and effectively if so authorized.

**MINIMUM QUALIFICATIONS:** A Bachelor's degree or higher which included or was supplemented by thirty (30) credit hours in the social or behavioral sciences\* and two (2) years of experience as a Probation Officer I.

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

**PROMOTION:** One (1) year of permanent status as a Probation Officer I.

**SPECIAL REQUIREMENTS:**

1. Individuals whose duties and responsibilities include the use of a firearm must also complete training pursuant to Criminal Procedure Law Section 2.30 (3).
2. Possession of a current driver's license or the ability to otherwise meet the transportation requirements of the position.

\*Social science includes areas of study concerned with humans living in relation to other humans in a social environment and 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.

\*\*This reflects a retitling of Senior Probation Officer in accordance with New York State guidelines.