

SENIOR PROBATION OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This is professional probation work of a complex nature which primarily involves the application of social work techniques and state guidelines in counseling and supervising persons on probation. The work differs from that of a Probation Officer in the responsibility for specialized assignments and more complex duties in the areas of intake, investigation, supervision and training. An incumbent may perform work activities in any one or all of these areas. The work is performed under the supervision of a higher ranking professional employee and supervision is exercised over probation assistants, probation officer trainees or volunteers. Does related work as required.

TYPICAL WORK ACTIVITIES:

Provides intensive supervision to high-risk probationers (e.g. high rate of recidivism, history of alcohol or drug abuse, criminal offenses, etc.) primarily by interviewing and counseling such probationers and making home visits, on a regular basis;

Participates in various daily group meetings of criminal offenders and evaluates their progress, identifies problem areas, etc.;

Confers with psychologists, psychiatrist and experts on alcoholism and drug addiction;

Coordinates and arranges for in-house training required for new Probation Officers;

Provides supervision to graduate and undergraduate student interns;

Attends a variety of meetings, including required training sessions conducted by the State;

Coordinates and conducts small group meetings in order to counsel probationers who have problems with drug and/or alcohol abuse;

Develops and maintains a referral system in order to facilitate the treatment of probationers with drug and/or alcohol abuse problems;

Prepares a variety of reports and court reviews and testifies at court hearings;

Conducts pre-sentence investigations of complex felony cases and Family Court juvenile and custody investigations;

Conducts intake interviews for all custody and visitation cases;

Develops and implements mediation and conciliation procedures to divert visitation cases from court hearings and custody cases from investigation;

Assesses and monitors custody cases for pre-investigative services and diversion;

May be assigned special projects and responsibility for overseeing special programs (e.g. DAS);

May act for and in place of a Supervising Probation Officer in his/her absence.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of modern principles and practices of probation work; good knowledge of principles underlying human behavior, growth and development; good knowledge of laws pertaining to probation and of functions and procedures of courts involved with the work of the agency; good knowledge of investigation, interviewing, case recording and report preparation techniques as applied to probation work; working knowledge of current drug and alcohol abuse problems, especially as they pertain to criminal behavior; ability to supervise the work of others; ability to express oneself both orally and in writing; ability to coordinate training programs for staff*.

(over)

MINIMUM QUALIFICATIONS: Possession of a Bachelor's degree in Social Work, Psychology, Criminal Justice, Law or related field and three (3) years of paid work experience as a Probation Officer.

NOTE: A Master's degree in Social Work, Law, Psychology, Criminal Justice or related field may be substituted for one (1) year of the required experience.

PROMOTION: Two (2) years of permanent status as a Probation Officer.

*To be demonstrated during probationary period.