

DEPARTMENT: PROBATION
CLASSIFICATION: COMPETITIVE
APPROVED: FEBRUARY 12, 2024

PROBATION OFFICER 1 (COMMUNITY LIAISON)

DISTINGUISHING FEATURES OF THE CLASS: This is a specialized entry-level professional position in a probation department in which the incumbent performs the duties and exercises the responsibilities of a Probation Officer 1 (see Probation Officer 1 classification specification) with additional responsibility for identifying and relating to specific problems experienced by a particular community group(s). He/she provides insight which could enhance and increase a probation department's awareness, experience, knowledge and sensitivity when needed to operate and evaluate the delivery of probation services to a diverse and pluralistic population. 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 1 (Community Liaison) 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.

TYPICAL WORK ACTIVITIES:

1. Performs the duties and exercises the responsibilities of a Probation Officer 1;
2. Reviews local probation department programs, literature, forms, instructions, etc. for accessibility to minority probationers;
3. Identifies programs, policies and practices which may impede effective service delivery to minority communities;
4. Participates in special studies, assignments and research projects related to the impact of probation department policies and service delivery on minority communities;
5. Prepares written reports with recommendations regarding the impact of probation department actions, decisions and requirements of service delivery to minority communities;
6. Establishes and maintains relationships with minority groups and organizations regarding probation service delivery to minority communities;
7. Conducts special outreach and recruitment activities to minority communities;
8. Serves as department resource concerning minority issues.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Possession of all knowledge, skills and abilities required of a Probation Officer 1; good knowledge of programs, literature, forms, instructions etc. related to probation services delivered to the minority community served; good knowledge of demographic, socio-economic, cultural and other minority issues related to the probation services delivered; good 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.

MINIMUM QUALIFICATIONS: One of the following:

1. Satisfactory completion of a Probation Officer 1 traineeship; **OR**
2. Graduation with a graduate degree in social work, social sciences, education, administration, law, criminal justice, or a related field; **OR**
3. Graduation with 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.

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AND ONE OF THE FOLLOWING:

1. Completion of a major course of study which included a minimum of twenty-four (24) semester credit hours in Native American, African-American, Asian, Ethnic or Hispanic Cultural Studies; or
2. Two (2) years of close cultural association with Native Americans, African-Americans, Asian or Hispanic individuals, or a work association in a criminal justice or juvenile justice setting which requires advocacy for or interaction with Native Americans, African-Americans, Asians or Hispanics.

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 work experience for a maximum of one (1) year of experience. Degrees 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/U.S. Secretary of Education.

Note: 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.

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.

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.

Social Welfare Examiner experience is not acceptable qualifying experience.

Note: Individuals whose duties and responsibilities include the use of a firearm 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).

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SPECIAL REQUIREMENTS:

In order to be permanently appointed candidates must comply with the following Niagara County conditions of employment. Candidates who fail to meet the following standards will be restricted from certification on the Certified Eligible List and may result in disqualification.

1. Possession of a valid New York State Driver's License at time of appointment and for the duration of employment.
2. All Probation Officers must successfully complete the following Peace Officer Training components within one (1) year of date of appointment. Failure to complete any of the requirements will result in the termination of employment.
 - a. Department of Criminal Justice Services (DCJS) Office of Probation and Correctional Alternatives (OPCA) Fundamentals of Probation Practice;
 - b. Department of Criminal Justice Services (DCJS) Basic Course for Peace Officers. The Basic Course for Peace Officers includes forty (40) hours of defensive tactics training. Candidates must be in good physical condition and able to engage in strenuous physical activity;
 - c. Municipal Police Training Council (MPTC) approved Firearms/Weapons/Use of Force training.
3. After successfully completing the above courses, Probation Officers who are required to carry a firearm must annually complete a Firearms re-certification program as a condition of employment.
4. Probation Officers must annually complete Weapons/Use of Force re-certification programs as a condition of employment.
5. All Probation Officers with one (1) or more years of service must complete a minimum of twenty-one (21) hours of annual continuing probation education as a condition of employment.
6. Probation Officers must obtain and possess a valid N.Y.S. pistol permit.
7. Probation Officers may be required to carry a firearm while on duty.
8. Probation Officers shall be required to work evenings, weekends and holidays.
9. Candidates shall undergo a medical and psychological exam to determine their suitability for employment.
10. Candidates will be required to submit their fingerprints prior to employment for the purposes of conducting a criminal history check by the Division of Criminal Justice Services (DCJS) and the Federal Bureau of Investigation (FBI). Conviction of a felony will bar, and conviction of a misdemeanor or other offense may bar examination or appointment. Candidates shall undergo a personal background investigation by the Probation Department to determine their suitability for employment with the Department.
11. Probation Officers will be required to complete training in the delivery of at least one Cognitive Behavioral Intervention (CBI) and participate in the delivery of CBI intervention.
12. Probation Officers may be required to become certified to deliver an employment readiness curriculum to individuals under supervision and participate in delivery of the curriculum.