



DUTCHESS COUNTY CLASS SPECIFICATION

PRINCIPAL PROBATION OFFICER

DATE ADOPTED: 02/22/16

LAST REVISION: 11/29/2023

Page 1 of 3

THE DISTINGUISHING FEATURES OF THE CLASS:

This is a second-line supervisory position typically established in a Group C or Group D probation department containing fifty or more professional probation officer positions at various levels. This position may also be found in a Group B probation department with three or more Probation Supervisor I. A Principal Probation Officer is responsible for supervising Probation Supervisor I and other professional staff responsible for the control, supervision and care of adults and juveniles subject to court-ordered probation investigation, supervision or intake services which require them to meet certain standards of conduct. The position may also provide oversight of administrative and support staff. The incumbent may also administer special projects. The work is performed under the supervision of a Deputy Probation Director (Group B, C or D) or Assistant Probation Director (Group D) with considerable leeway allowed to exercise independent judgment in carrying out the details of the work. This position differs from that of a Probation Supervisor I in that the work involves second-level supervision, directing the work of more than one unit and greater independence of action. A Principal 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.

TYPICAL WORK ACTIVITIES:

1. Assigns work to Probation Supervisor I and supervises the professional probation work in multiple units of a probation department including planning, directing and coordinating the work, reviewing cases submitted by Probation Supervisor I for compliance and conferring with Probation Supervisor I regarding other aspects of the delivery of probation services;
2. Instructs professional probation personnel regarding rules, techniques and procedures applicable to cases and projects to ensure proper interviewing, report preparation, case record keeping and probation supervision;
3. Meets and coordinates probation services with other departments and service providers and represents the probation department on boards such as an alternatives-to-incarceration advisory board;
4. Meets and confers with judges, court personnel, attorneys and police regarding probation matters;
5. Reviews and responds appropriately to community complaint calls regarding lower level probation professionals;
6. Develops initial policies and procedures and makes recommendations to an Assistant Probation Director or a Deputy Probation Director for review;
7. Provides information to an Assistant Probation Director or a Deputy Probation Director related to the probation department's annual report to the New York State Division of Criminal Justice Services' Office of Probation and Correctional Alternatives;
8. Prepares records and reports related to the work performed;
9. May meet with a budget director and provide information regarding the probation department's annual budget;
10. May perform some duties of a Probation Supervisor I;
11. May use a firearm in performing duties and exercising authority pursuant to departmental policy.



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Page 2 of 3

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of principles and practices of second-level supervision;
Thorough knowledge of interviewing and investigative techniques and practices related to probation work;
Thorough knowledge of laws and rules pertaining to probation work and the functions and procedures of family and criminal courts;
Thorough knowledge of methods of probationer supervision including the application of cognitive behavioral interventions and motivational techniques to high risk individuals such as individuals with an extensive legal history;
Thorough knowledge of effective assessment, case planning and management including case planning and management;
Thorough 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;
Thorough knowledge of juvenile and adult risk and needs assessment instruments;
Thorough knowledge of the specific rules and procedures related to the agency worked in;
Thorough knowledge of the powers of a Peace Officer;
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 geography of the jurisdiction employed in;
Good knowledge of social sciences, including sociology, psychology and demography;
Working knowledge of the provisions of the Health Insurance Portability and Accountability Act (HIPAA) regulations and policies relating to confidentiality of case record information;
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 special projects;
Ability to plan, review, correct and supervise the work of others;
Ability to understand and follow oral and written instructions;
Ability to analyze and organize data and prepare records and reports;
Ability to oversee the activities of a district office or unit of a probation department;
Ability to establish and maintain effective working relationships with others;
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 use a firearm safely and effectively if so authorized.

OPEN COMPETITIVE MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, with a Bachelor's degree or higher which included or was supplemented by thirty (30) credit hours in the social or behavioral sciences and three (3) years of



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Page 3 of 3

experience in a supervisory, administrative, or executive position in a probation agency.

Note: Supervisory, administrative or executive positions in a probation agency are positions classified as Probation Supervisor I or higher.

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.

Note: 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.

PROMOTION QUALIFICATIONS:

Two (2) years of permanent competitive class service as a Probation Supervisor 1.

Special Requirement: Possession of a current driver’s license or the ability to otherwise meet the transportation requirements of the position.

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).

COUNTY USE ONLY:

BARGAINING UNIT/GRADE: MGMT-7 / MF		JURISDICTIONAL CLASSIFICATION: Competitive	
EEO Category: Officials/Administrators	FLSA Code: Exempt	WC Code: 8810- Clerical	NYSLRS Job Code: 04500E- Office Staff
REVISION HISTORY: 4/20/16 04/01/19 (Principal Probation Officer per appendix H-10 Title 9 NYCRR) 3/29/23 11/29/23			