

## **PROBATION ASSISTANT**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a para-professional position involving responsibility for assisting probation officers in a local probation agency in selected tasks related to the various processes of probation service. An employee in this title may perform such tasks for a number of probation officers and/or may be a member of a team evaluation or supervision program. The establishment of such position enables probation officers to concentrate to a greater extent on individual, group and community needs requiring professional attention and specifically to offer greater supportive assistance to persons serviced by the probation agency. The ratio of probation assistant positions to probation officer positions (including probation officer trainees) shall not be in excess of one to four without written approval of the State Director of Probation. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Assists in gathering of information for probation personnel from a variety of sources, including public and private agencies, law enforcement agencies, courts, employers, etc.;

Assists in verification of social and legal history data pertaining to individuals serviced by the probation agency;

Assists individuals serviced by the probation agency in completing questionnaires and other documents requiring written information;

Assists in establishing or maintaining contact with persons or organizations in the community that may provide necessary resources for individuals serviced by the agency;

Assists in compiling statistical data for a variety of projects and reports;

Assists in the supervision of persons on probation (e.g. collateral contacts, preliminary routine interviewing, arranging for appointments, etc.);

Helps to secure information from various individuals and agencies regarding conduct and progress of probationers;

Transports clients to shelters, correctional institutions, hospitals, courts and private and public schools;

Guards juveniles placed in probation department's custody;

Attends on-the-job and special training sessions and participates in regular staff meetings;

May assist in resolving technical problems of probationers or others relating to housing, health care, employment or other essential matters;

May make contact with clients to assist in the collection of monies;

May assist with orienting new probationers and processing written reports and transfer requests.

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

Working knowledge of community resources; working knowledge of factors relates to crime and delinquency; ability to deal with people; good judgment; ability to read and analyze written material; basic command of language and ability to communicate clearly.

(over)

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of an equivalency diploma and two (2) years of college or sixty (60) college credits and, in addition, two (2) years of:

- a. satisfactory full-time paid experience, (work experience while a full-time high school student is not qualifying), or
- b. active military service, or
- c. additional education when enrolled in a minimum of fifteen (15) credit hour semester, or
- d. any equivalent non-concurrent combination of (a), (b), and (c) acquired at different periods of time.

**NOTE:** Work experience in a probation, social assistance, or related setting may be substituted for one (1) year of the required education.

**SPECIAL REQUIREMENT:** Possession of a valid New York State motor vehicle operator's license.