

## **PROBATION ASSISTANT**

**GENERAL STATEMENT OF DUTIES:** Assists Probation Officers in a local probation agency in various ways, such as gathering information for investigations and reports and helping to supervise persons on probation; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** This is a paraprofessional 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 positions 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.

### **Typical Work Activities:**

- Assists in gathering information for probation personnel from a variety of sources, including public and private social 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;
- Helps to secure information from various individuals and agencies regarding conduct and progress of probationers;
- May assist in resolving technical problem of probationers or other; relating to housing, health care, employment or other essential matters;
- May make contact with petitioners or respondents to assist in collection of family support;
- May be assigned to perform supervision of low level offenders;
- Answers telephones, greets probationers, accepts monies for payment of fines and restitution and writes receipts.

### **Full Performance Knowledge, Skills, Abilities and Personal Characteristics:**

- Basic knowledge of community resources;
- Ability to deal with people;
- Ability to read and analyze written material;
- Ability to write reports;
- Good judgment;
- Good command of language and ability to communicate clearly.
- Physical condition commensurate with the demands of the position.

**Probation Assistant continued****Minimum Qualifications:**

A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with at least an Associate's Degree, majoring in criminal justice, or human services or behavioral science;

**OR**

B. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's Degree and two (2) years experience responsible office experience of which shall have been in a public agency or private business.

**SPECIAL REQUIREMENT:**

Certification from New York State Policewide Information Network (NYSPIN) and National Crime Information Center (NCIC) as well as bi-annual recertification.

**Note:** An original transcript is needed for all degrees.

**Human Services** – coursework includes but it not limited to: social work, psychology, gerontology, early childhood development, mental health, developmental disabilities and vocational and/or psychological counseling, as well as therapeutic modalities such as occupational therapy, physical therapy, and therapeutic recreation, education and nursing.

**Behavioral Sciences** – coursework includes but is not limited to: psychology, sociology and anthropology, counseling, criminal justice, gerontology, human behavior, social work/social welfare and vocational rehabilitation.

09/20/1990

09/01/2010

CLASS:       COMPETITIVE