

PROBATION ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is a para-professional position involving responsibility for assisting probation officers in a local probation agency with tasks which may include performing pre-dispositional/pre-trial related duties such as interviewing, and screening individuals arrested and/or otherwise not yet adjudicated/sentenced for suitability for pre-trial release, making recommendations for release, monitoring individuals released into the community whose cases are pending and notifying courts of case status. An employee in this title may also serve as a probation department's point of contact for transfer of records and files with other probation departments, law enforcement agencies or courts. He/she also assists in the control and supervision of probationers by performing tasks such as opening and closing cases, retrieving archived files, delivering documents to law enforcement agencies and the courts. He/she also assists with the collection of financial obligations, and processing intra and interstate transfers. Unlike a Probation Officer I, a Probation Assistant is not a Peace Officer pursuant to the New York State Criminal Procedure Law. The work is performed under the supervision of a Probation Supervisor I and/or higher-level administrator in accordance with applicable rules/regulations, statutes and/or policies and procedures as directed by the Probation Director, (Group C). Does related work as required.

TYPICAL WORK ACTIVITIES:

Interviews individuals in the custody of a law enforcement agency to assess their suitability for release from detention pending trial, monitors status of individuals released and notifies courts of their status;
Assists individuals receiving probation services in completing questionnaires and other documents, and by answering general questions;
Assists Probation Officer's in conducting drug/alcohol screenings and contacts victims, law enforcement agencies, human service agencies, treatment providers and other involved parties;
Gathers and secures information about individuals receiving probation services, helps to resolve problems of probationers including problems related to housing, health care, employment, etc.;;
Obtains and forwards documents and information needed by law enforcement agencies and the courts in accordance with applicable regulations and/or statutes as directed by the Probation Director or his/her designee;
Registers and updates cases by entering data into a database or other electronic files;
Conducts record checks through local, state and federal databases where authorized and produces electronic reports, as needed;
Assists with the preparation of written correspondence, memorandums, transfer orders, discharge letters and other documents by gathering and relaying accurate information;
Records attendance at day reporting;
Performs a variety of office or clerical tasks including answering the phone, and creating, filing and maintaining records;
May perform drug and alcohol screenings and collect DNA samples;
May prepare files for intra or interstate transfers and prepare and monitor inter/intra state transfers out of the local jurisdiction;
May provide employment preparedness assessments and employment related training and assistance.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of pre-trial court procedures; good knowledge of interviewing practices related to probation; good knowledge of the 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 Rockland County*; working knowledge of the laws and rules pertaining to probation work and functions and procedures of family and criminal courts; working knowledge of juvenile and adult risk and needs assessment instruments;

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working knowledge of community resources; working knowledge of employment, training, and treatment options available to probationers; working knowledge of office terminology, procedures, and equipment; ability to gather and organize information; ability to understand and follow oral and written instructions; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective cooperative relationships with others.

MINIMUM QUALIFICATIONS:

(a) An Associate's degree or higher in Criminal Justice, Human Services, Chemical Dependency Counseling, Business Administration, or comparable curriculum, or

(b) Graduation from high school or possession of an equivalency diploma and two (2) years of experience in working with the public in a public or private human services agency or a criminal justice or juvenile justice agency.

SPECIAL REQUIREMENT: Possession of a valid driver's license or accessibility to transportation to meet field work requirements in a timely and efficient manner.

*To be demonstrated during the probationary period.