

## **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. A Probation Assistant is not a Peace Officer pursuant to NYS Criminal Procedure Law.

**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 enable 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.

**EXAMPLES OF WORK:** (Illustrative Only)

- 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.

**REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:** Basic knowledge of community resources; ability to deal with people; good judgment; ability to read and analyze written material; and basic command of language and ability to communicate clearly.

**ACCEPTABLE TRAINING AND EXPERIENCE:**

- Either** (A) Graduation from a regionally accredited college or university with an Associates Degree or higher in criminal justice, human services, counseling, business administration, or a closely related field;
- OR** (B) Graduation from high school or possession of a high school equivalency diploma and two (2) years experience working with the public in a human services agency or a criminal justice agency;
- OR** (C) An equivalent combination of training and experience as defined by the limits of (a) and (b)

**Special Requirement:** Possession of a current driver's license at the time of appointment and maintained during employment.