

Jurisdictional Class: Competitive  
Adopted: March 30, 1994  
Revised: September 22, 2011

**PROBATION ASSISTANT**

**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. 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 and supervision 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. Supervision may be exercised over volunteers and interns. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Assists probation officers in monitoring clients' compliance with court orders through office contacts as well as field work;
- Assists probation officers in supervising probation caseload by interviewing both adults and juveniles;
- Assists the Victim Services Advocate of the Crime Victim's Program by taking referrals, accompanying victims through the process, and other related tasks;
- Assists in supervising pretrial releases prior to the resolution of their court cases;
- Assists in the supervision and referral activities of the Community Service Program;
- Assists in preparation of Family Court Intakes and Juvenile Delinquency Intakes;
- Assists probation personnel in the collection of DNA, urinalysis, alcohol breath analysis, and set up of electronic monitoring equipment;
- Assists in gathering, organizing, and verifying 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 problems of probationers or others relating to housing, health care, employment, or other essential matters;
- Participates in staff development programs, in-service training conferences, workshops, seminars, and staff meetings and keeps abreast of probation, juvenile justice, corrections, or social work issues;
- Manages the supervision of Ignition Interlock Conditional Discharge cases under New York State Leandra's Law;
- Enters dispositional information and manages the entry of financial records into the department's case management computer system;
- Conducts criminal history background checks through the New York State Division of Criminal Justice Services and Probation Department records for pre-sentence reports, and completes report set-up in the case management computer system and word processing program;

## Probation Assistant

Manages the collection of fines, restitution, surcharges, and fees on expired probation cases or conditional discharge cases, when ordered to collect money, that are not sentenced to probation supervision;  
Assists in the management of the department's case management computer system.

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

Working knowledge of social sciences, including sociology, psychology, and economics;  
Working knowledge of social service programs and other community resources;  
Working knowledge of factors related to crime and delinquency;  
Interpret and prepare written materials;  
Sound judgment.

### **MINIMUM QUALIFICATIONS:** Either:

(a) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in Criminology, Sociology, Psychology, or closely related field; or

(b) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience in an agency or organization dealing with the provision of social services and client casework.

**SPECIAL REQUIREMENTS:** Certain assignments made to employees of this class will require reasonable access to transportation to meet field work requirements in the ordinary course of business in a timely and efficient manner.

Position regulated by New York State Office of Probation and Correctional Alternatives.