

## **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.

### **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 problems of probationers 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 judgement;  
Ability to read and analyze written material;  
Basic command of language and ability to communicate clearly.

**MINIMUM QUALIFICATIONS:** High school graduation or equivalency diploma recognized by the State of New York.

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

Note: Requirement to be completed within probationary period. Successful completion of 10 hours of Oleoresin Capsicum (pepper spray) training.

COMPETITIVE