

Civil Division: Oneida County Government
Jurisdictional Class: Competitive
EEO Category: Paraprofessionals
Revised: 05/02/11

PROBATION ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is a paraprofessional position responsible for assisting Probation Officers in a local probation agency in selected tasks related to the various processes of probation service. An employee in this class may perform such tasks for a number of Probation Officers and/or may be a member of an evaluation team or a supervision program. This position allows Probation Officers to concentrate largely 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 Assistants to Probation Officers shall not be more than one to four, without written approval of the State Department of Probation. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Collects information for probation personnel from a variety of sources including public and private social agencies, law enforcement agencies, courts, employers, etc.;

Verifies social and legal history data pertaining to individuals serviced by the probation agency;

Renders assistance to individuals serviced by the probation agency in completing questionnaires and other documents requiring written information;

Establishes contact with persons or organizations in the community that may provide necessary resources for individuals serviced by the agency;

Compiles statistical data for a variety of projects and reports;

Obtains 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;

May make contact with petitioners or respondents to assist in collection of family support.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of community resources; ability to read and analyze written material; ability to work with people; basic command of language and ability to express oneself clearly and concisely, both orally and in writing; good judgement.

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MINIMUM QUALIFICATIONS: Either:

- (A) Graduation from a New York State registered or regionally accredited college or university with a Bachelors Degree in law enforcement, criminal justice, sociology or a closely related field; **OR**
- (B) Graduation from a New York State registered or regionally accredited college or university with an Associates Degree in law enforcement, criminal justice, sociology or a closely related field, **AND** one (1) year of experience in law enforcement or investigative work in a public agency or private business; **OR**
- (C) Graduation from high school or possession of a high school equivalency diploma **AND** three (3) years of experience, as outlined in (B) above.

SPECIAL REQUIREMENT: Possession of a current, valid New York State Driver's License at time of appointment. This license must be maintained throughout appointment.