

## COMMUNITY CORRECTIONS ASSISTANT

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for a variety of duties related to supervising residents of the community corrections facility thereby ensuring that order and discipline are maintained. The work is carried out in accordance with the policies and procedures established for the program and involves maintaining order, transporting participants and performing limited case management activities. The class differs from that of Senior Community Corrections Assistant in that the incumbent has more limited responsibility. Work is performed under the general supervision of a higher level employee. Does related work as required.

**TYPICAL WORK ACTIVITIES:** The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Supervises program participants residing in the facility, enforcing the rules of the program;

Transports program participants to court, service providers and other locations as necessary;

Conducts orientation with new program participants explaining rules, policies and procedures;

Assigns housekeeping duties to residents and monitors that duties are carried out appropriately;

Maintains case files, prepares written and oral reports including reports on unusual incidents, and provides regular reports to appropriate parties on status of program participants;

Learns and assists in performing the broader duties normally assigned to a Senior Community Corrections Assistant;

Performs routine clerical activities;

Witnesses clients providing urine specimens for laboratory analysis;

Tests urine with approved laboratory analysis kit following prescribed protocols;

Observes universal safety precautions in handling body fluids;

Prepares and maintains simple, but confidential records;

May utilize a personal computer to maintain necessary information, prepare reports and correspondence, etc.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:** Ability to acquire working knowledge of policies, procedures, and practices of the correctional alternatives program; working knowledge of the causes, effects and symptoms of chemical dependency; working knowledge of the range of human service programs

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and other community resources related to the needs of a defendant/ offender population; ability to prepare and present written and oral reports; ability to continually assess individual and

group dynamics and communicate observations to program administrator and staff; ability to relate to and maintain order and discipline with a potentially difficult client population; willingness to learn to operate automated office equipment including a personal computer; good judgment; emotional maturity; tact; courtesy; physical condition commensurate with the demands of the position.

### MINIMUM QUALIFICATIONS:

- A. Graduation from high school or possession of a high school equivalency diploma or its' equivalent and one year of work experience or verifiable volunteer experience assisting in the coordination, development, or provision of correctional, educational, rehabilitative, or human services to a defendant/ offender and/ or substance abusing population, or such experience in residential services, regardless of population; **OR**
- B. Two (2) years of work experience or verifiable volunteer experience as described in A above; **OR**
- C. An equivalent combination of training and experience as described in A and B above.

Note: College level study at a regionally accredited or New York State registered college or university may be substituted for the experience requirements listed above on a year-for-year basis wherein thirty (30) semester credit hours equals one year of work experience.

Special Requirement: At the time of appointment, and throughout employment in this title, candidates must possess a valid New York State Driver License.

ULSTER COUNTY  
1472 CC AST  
Classification: Competitive  
Grade: 4  
Union: CSEA

Adopted: September 20, 1991  
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