

SENIOR PROBATION ASSISTANT

DISTINGUISHING FEATURES OF THE CLASS: This is a senior level para-professional position involving responsibility for assisting probation officers in a local probation agency in selected tasks related to the various processes of probation service. Under supervision, incumbents of this class are responsible for assisting in the enforcement of various court orders. Incumbents maintain contact with persons placed under court order for support payments, fines, reparations or restitution which are referred to the Probation Department for enforcement and supervision. Work involves a great deal of public contact and also liaison with the courts. Work is distinguished from Probation Assistant by the degree of experience and the complexity of assigned cases. Guidance may be provided to Probation Assistants and other subordinate personnel. 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.

Performs all duties associated with Probation Assistant;

Conducts detailed financial investigations in cases in which the court has adjudicated persons liable for support to determine equitable amounts based on the income of the respondent and the needs of the dependents;

Obtains verified data of earnings, of the expenses of the petitioners, and of the financial needs of the respondent and dependents;

Maintains a case record of all the procedures in each case, including background information on the parties involved, records, notices, instructions and/or correspondence sent to the parties by the Probation Department;

Appears before the court as a witness in Violation of Court Order proceedings to represent the Probation Department and to testify regarding defaults or failures to satisfy the Court;

Works with respondents and beneficiaries to mediate and make adjustments to arrive at an equitable amount to be paid the court; reports amount for court approval;

Contacts people or organizations in the community who may provide necessary resources for individuals serviced by the Probation Department;

Helps to secure information from individuals and/ or agencies regarding conduct and progress of probationers;

May assist in resolving problems of probationers related to housing, health care, employment or other related matters.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the procedures of financial record keeping,

Senior Probation Assistant

reporting and filing; working knowledge of community resources; ability to write reports in a form which is acceptable to the Court; ability to evaluate economic factors in support matters

pending disposition before the Court; ability to use automated systems; ability to deal effectively with all types of people; ability to work cooperatively with others; willingness to work irregular hours; sound judgment; integrity; initiative; resourcefulness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience in the criminal justice field, two (2) of which must have been in a paraprofessional position within the field.

ULSTER COUNTY
6428 SR PRB AST
Classification: Competitive
Grade: 12
Union: CSEA

Adopted: November 13, 1998
Revised: January 23, 2015
Revised: March 16, 2015