PROBATION ASSISTANT
Tompkins County

Department: Probation Department
Classification: Competitive
Labor Grade: 12
Approved: 0

MINIMUM QUALIFICATION:

(a) Completion of two years (60 college credit hours) of study in a regionally accredited or New York State registered college or university; OR

(b) Graduation from high school or possession of a GED and two years of experience interviewing, examining, investigating or evaluating claims in a human service or criminal justice agency; OR

(c) Any combination of training and experience equal to or greater than that specified in (a) and (b) above as determined by the Commissioner of Personnel.

SPECIAL REQUIREMENT:

1. The successful candidate will possess a valid New York State driver's license at the time of appointment and maintain such license for the duration of employment.

2. NYSPIN and eJustice System Certification must be obtained within 90 days of appointment.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS:

This is a para-professional position involving responsibility for services provided by the Department's Pre-trial Release and Release Under Supervision programs. Duties include interviewing newly detained jail inmates, investigating ties to the community, and determining likelihood of appearance at future court proceedings. Face-to-face meetings are conducted with defendants who are released under supervision to ensure the release conditions are adhered to. Contacts are made with alleged victims of domestic violence in order to determine the need for or modification of Orders of Protection. The incumbent also maintains and monitors a caseload of Criminal and Family Court Supervision cases for all of the Tompkins County courts. This entails face-to-face and telephone contact in addition to a substantial amount of written correspondence. In the case of a violation of probation, the incumbent attempts to locate probationers and gain their compliance by giving direction and assisting in rectifying the situation. Violation of Probation reports, including recommendations regarding appropriate sanctions and sentencing, are prepared and submitted to the Courts as necessary. Occasional court appearance and testimony is required. The incumbent prepares a variety of original written correspondence. He or she is responsible for providing rap sheets, criminal history information, arrest notifications, wanted/warrant entry, sex offender registration, DNA registration information, and driver's license histories to all Probation Officers. The employee works under the general supervision of the Director and Deputy Director of Probation. A considerable amount of autonomy is exercised in performing this work. The incumbent will perform all related duties as required. Note: 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.

TYPICAL WORK ACTIVITIES:

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 or 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.

Maintain an administrative caseload of probationers transferred through the Interstate Compact on either an Intrastate (within the state) or an Interstate (out-of-state) basis, making contact with those individuals and pertinent out-of-county agencies as necessary;

Coordinate the presentence investigation orders with outside jurisdictions on defendants who reside outside Tompkins County and/or New York State;

Communicate with the court of jurisdiction any problems arising in the course of the investigation; determine restitution and victim losses.

Exercise primary responsibility for basic maintenance, training other staff in proper use, compliance with NYSPIN operating procedures and regulations, operation and security of contracted (with New York Statewide Police Information Network;)

Exercise primary responsibility for services provided by the department's Pre-trial Release and Release under Supervision programs. This includes interviewing detainees at the County Public Safety Building, preparing written release investigations for various courts, confirming information from various individuals, agencies, and supervising persons about release prior to convictions.

**KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of NYS pre-trial release standards and rules;

Good knowledge of eJustice System, and NYSPIN System security and operations (including criminal history, DNA, SORA and Wanted/Warrant inquires), and the rules and regulations governing dissemination of information obtained through each system;

Good knowledge of the rules of NYS Interstate Compact Unit regarding transfer of supervision to other counties and states;

Good knowledge of the DPCA Rules and regulations, practices and procedures;

Good knowledge of investigative interviewing and report preparation techniques;

Good knowledge of local community service agencies and their programs;

Basic command of language and ability to communicate closely;

Ability to read, analyze, understand and interpret written material; Ability to maintain successful relationships with people both within and outside the agency;

Ability to counsel individuals in the areas of economic, social, emotional and vocational problems;

Ability to observe and analyze;
Ability to prepare and maintain records and reports;

Ability to operate a computer terminal for the entry or retrieval of data;

Ability to perform close, detail work;

Sensitivity to the reactions of others;

Tact, courtesy and good judgment are required;

The employee's physical condition shall be commensurate with the demands of the position.