

## **PROBATION OFFICER AIDE**

### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a position in the Department of Probation and Community Corrections responsible for assisting Probation Officers by relieving them of routine but time consuming tasks. The main responsibility of the incumbent is to transport or assist in transporting probationers. The incumbent also performs a variety of other duties including overseeing drug testing, verifying employment and factual data, and data entry. Work is performed in close cooperation and under the guidance of Probation Officers. Supervision of staff is not a normal function of the job.

### **TYPICAL WORK ACTIVITIES:**

1. Transports or assists in transporting probationers to therapy or rehabilitation appointments, medical appointments, and to other social agencies or institutions;
2. Assists with drug testing of probationers by observing the collection of samples;
3. Verifies employment and other factual data for Probation Officers through phone calls;
4. Enters data concerning transportation and other client information into data base;
5. Does related work as required.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of the local highway system and the location of various clinics and social facilities; good knowledge of the safe and efficient operation of a motor vehicle; ability to communicate, both orally and in writing; ability to get along well with others and to gain their cooperation; ability to control difficult situations and to exercise good judgment; emotional and mental maturity; dependability; tact; patience; physical condition commensurate with the demands of the position.

### **MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma.

### **SPECIAL REQUIREMENT:**

Eligibility for a New York State Motor Vehicle Operator's License at time of appointment and possession of said license at time of appointment.

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ADOPTED: 01/01/97