

**PROBATION SUB - PROFESSIONAL
OCCUPATIONAL GROUP [216]**

PROBATION ASSISTANT

General Statement of Duties and Responsibilities

Under direct supervision and instruction of a Probation Officer or Supervising Probation Officer assists Probation Officers in the performance of varied duties related to intake, investigation, and supervision; performs related work.

Examples of Typical Tasks

Assists in gathering information for probation personnel from a variety of sources, including public and private social agencies, law enforcement agencies, courts, employers and others.

Assists in verification of social and legal history data pertaining to individuals serviced by the probation agency.

Assists individuals serviced by the 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 and accompanies client to these resources.

Assists in compiling statistical data for a variety of projects and reports and performs clerical duties as needed.

Helps to secure information from various individuals and agencies regarding conduct and progress of probationers.

**PROBATION SUB - PROFESSIONAL
OCCUPATIONAL GROUP [216]****PROBATION ASSISTANT** (continued)**Examples of Typical Tasks** (continued)

May assist in resolving technical problems of probationers or others relating to housing, health care, employment, or may act as interpreter where possible.

May make contact with clients at home or in the office, as directed.

May assists in the various probation Day end Evening Centers services and in supervised detention release. May escort children to and from institutions and other facilities.

Assists in corresponding and making collateral visits to friends, relatives, community agencies, employers, former employers, churches, schools and others.

Qualification Requirements

High school graduation or evidence of having passed an examination for a high school equivalency diploma; or a satisfactory equivalent.

Direct Lines of Promotion

From: None

To: None

However, Probation Assistants who meet the open-competitive requirements for Probation Officer Trainee (51801) will be eligible to take a promotion examination to that position according to the needs of the service.