



**Cayuga County Department of Human Resources  
and Civil Service Commission**

**JOB SPECIFICATION**

Civil Service Title: Probation Officer Assistant  
Jurisdictional Class: Competitive  
Civil Division: Probation Department  
Adoption: CSM 9/17/19  
Revised: CSM

---

**DISTINGUISHING FEATURES OF THE CLASS:**

This is a 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. An employee in this title may perform such tasks for a number of probation officers and/or may be a member of a team evaluation or supervising program. The establishment of such positions enables probation officers to concentrate to a greater extent on individual, group, and community needs requiring professional attention and specially to offer greater supportive assistance to persons serviced by the probation agency. 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. Does related work as required.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)**

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

Assist in verification of social and legal historical data pertaining to individuals serviced by the probation agency;

Assist individuals serviced by the probation agency in completing questionnaires and other documents requiring written information;

Assist in establishing or maintaining contact with persons or organizations in the community that may provide necessary resources for individuals serviced by the agency;

Assist 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;

Confers with judges, court personnel, attorneys, police, educational and social agency personnel and various other groups and personnel;

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

May make contact with petitioners or respondents to assist in collection of restitution;

May provide technical assistant to staff in dealing with computer database and/or generate monthly and quarterly reports;

May provide periodic backup clerical functions as needed and as directed by the Probation Director;

May place/oversee participants in and/or coordinate the Community Service Program, Weekend Work Program, Pretrial Services Program or Ignition Linterlock Program;

All other duties ass assigned by the Director of Probation.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:**

Basic knowledge of community resources; ability to deal with people; good judgement; ability to read and analyze written material; basic command of language and ability to communicate clearly; initiative and tact.

**MINIMUM QUALIFICATIONS:**

- A. Satisfactory completion of a minimum of 60 semester credit hours in a regionally accredited or New York State registered college or university and one (1) year of responsible administrative clerical experience or program supervision; OR
- B. Satisfactory completion of a minimum of 30 semester credit hours in a regionally accredited or New York State registered college or university and two (2) years of responsible administrative clerical experience or program supervision.

**SPECIAL REQUIREMENT(S):**

If appointed, the incumbent will be required to have a valid license to operate a motor vehicle in New York State.