

## PROBATION AIDE

### **DEFINITION**

Under general supervision, assigns adult and juvenile work programs, assists probation officers with assigned caseload(s) and assist support staff with public and telephonic contacts; completes related adult and juvenile assignments as directed.

### **DISTINGUISHING CHARACTERISTICS**

The incumbent works closely with school staff, teachers, probation officers, other County agencies and various non-profit agencies.

### **REPORTS TO**

Unit Supervisor.

### **CLASSIFICATIONS SUPERVISED**

None

### **EXAMPLES OF DUTIES**

Checks with teachers then confirms absences/problems by making phone calls and/or home visits; provides transportation to and from school for student(s) if necessary; assists teachers with student(s) experiencing behavioral or personal problems during the school day; provides limited counseling/support to student(s) and/or parent(s); assists juvenile probation officer with other assigned duties; transports juveniles to and from Courts, school, juvenile hall and/or other out of home placements; responsible for security of juvenile(s) during transport; uses restraining equipment as necessary during transport; inspects transport vehicle to verify proper operating condition; may gather basic information regarding mental status and physical health of juvenile(s) in custody; provides basic background information to juvenile hall and/or other out of home placements; assists in the proper completion of juvenile hall and/or other out of home placement admission documents; reports evidence of child abuse to Child Protective Services; may provide training for less experienced probation aide. A probation aide assigned to work program coordinating duties will assign work to juvenile and adult offenders; monitor progress of the assigned work program; develop new work sites; collaborate with work site(s) to ensure work completed; and supervise work crews. A probation aide assigned to support adult probation officers may assist with caseload management including telephonic and/or written contact with the probationer, contact with Counties having a mutual interest in a case and other duties as assigned.

## **PROBATION AIDE - 2**

### **TYPICAL PHYSICAL REQUIREMENTS**

Sit for extended periods; frequently stand and walk; sufficient manual dexterity, strength, stamina, eye-hand coordination to use restraining equipment and maintain control of juveniles; normal manual dexterity; lift and move object weighing up to 50 pounds; sufficient physical ability and strength to defend self and deal with violent/aggressive individuals; corrected hearing and vision to normal range; verbal communication; use of office equipment including computer, telephones calculators, copiers, FAX, use of equipment such as lawn mowers, weedeater, etc; be familiar with proper safety equipment.

### **TYPICAL WORKING CONDITIONS**

Work is performed in a classroom, field and/or office; continuous contact with staff, the public, family members and/or related agencies.

### **DESIRABLE QUALIFICATIONS**

#### Knowledge of:

- Federal, and State laws relating to probation work.
- Modern probation casework, objectives, principles, and methods including individual and group behavior.
- Psychology as applied to both juvenile and adult family members.
- Community, public and private agencies available for the probationers.
- Restraining equipment such as handcuffs, belly chain, and leg irons
- Safe transport methods and procedures.
- Basic knowledge of admitting procedures for juvenile halls and other out of home placements

#### Ability to:

- Learn the principles of adult and juvenile probation work and of related court procedures.
- Learn the provisions of the Penal, and Welfare and Institutions, Education, and Health and Safety Codes.
- Interview clients and elicit necessary information.
- Prepare and present effective written and oral reports.
- Establish and maintain effective relations with probationers and others.
- Work cooperatively with peace officers and related social services agencies.
- Operate various equipment such as typewriter and computer keyboard.
- Make oral presentations and training before groups.
- Prepare, review, and analyze data.
- Carry out the safe transport of juveniles in custody.
- Use restraining equipment as necessary.
- Review and insure proper completion of juvenile hall and other out of home placements admitting documents.

## **PROBATION AIDE - 3**

- Evaluate situation and people accurately and make sound decisions regarding potential behavior problems.
- Maintain composure in stressful situations.
- Maintain and update accurate records.

Training and Experience: Some previous work experience as a volunteer in a probation related field is desirable.

Education: Possession of a high school diploma or equivalent and 12 college units.

Special Requirements: Possession of a valid California driver's license issued by the California Department of Motor Vehicles.

Ability to qualify for training and background which will meet the requirements of California Government Code Sections 1029 and 1031.

Ability to work unusual hours/shifts as dictated by transport requirements.