

PROBATION PROGRAM COORDINATOR/ ADMINISTRATIVE ASSISTANT

DEFINITION

Under direction, to have responsibility for the coordination and administration of the Community Service Work Program, Work Furlough Program, and Diversion Programs; to coordinate work programs with the court system and employers; to interview clients to determine eligibility for diversion and prepare sentencing reports; to monitor cases for restitution, termination, revocations, inmate status, and calendaring; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized single-position class for the Probation Department. The incumbent carries out and coordinates a variety of Department Programs. They work with the court system in carrying out responsibilities. Also, they interview clients to determine suitability for diversion and prepare sentencing reports. Responsibilities also include monitoring cases for restitution, termination, revocations, inmate status, and calendaring and providing some administrative support for the Chief Probation Officer.

REPORTS TO

Chief Probation Officer.

CLASSIFICATIONS SUPERVISED

May provide some training for other staff.

**PROBATION PROGRAM COORDINATOR/ - 2
ADMINISTRATIVE ASSISTANT**

EXAMPLES OF DUTIES

- Has day-to-day responsibility for the conduct and coordination of the Probation Department Work Programs and Diversion Programs.
- Interviews people referred by the courts for placement with a community service employer.
- Determines eligibility for programs.
- Determines a defendant's work abilities and attitude, placing them with an appropriate employer.
- Completes necessary paperwork and provides orientation and instruction for defendants .
- Monitors work activities.
- Collects fees and accounts for monies.
- Schedules work hours and times in accordance with the needs of the defendant and the employer.
- Follows up with work site supervisors to insure that defendants have appeared for work and completed their work obligations.
- Files violations with the court when a defendant has not completed their obligation and testifies in court regarding the basis of the violation.
- Works with employers and develops work sites in accordance with the needs of non-profit organizations and community service requirements.
- Works with work site supervisors in the development and maintenance of records regarding defendants' attendance.
- Gathers information for Drug Diversion Cases.
- Interviews defendants and investigates defendants to determine their eligibility and suitability for diversion.
- Investigates and analyzes Drug Diversion Case information, preparing requisite court reports and making necessary court appearances.
- Provides oversight for Drug Diversion Cases.
- Prepares and types sentencing reports, revocations, early termination reports, and other court documents.
- Determines restitution in cases referred to probation.
- Prepares court documents and makes court appearances.
- Maintains Department fiscal records.
- Performs a variety of fiscal recordkeeping and bookkeeping.
- Provides administrative support for the Chief Probation Officer.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; lift and move object weighing up to 25 pounds; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and FAX.

**PROBATION PROGRAM COORDINATOR/ - 3
ADMINISTRATIVE ASSISTANT**

TYPICAL WORKING CONDITIONS

Work is usually performed in an office environment or on a work site; sometimes works outside in varying weather conditions; continuous contact with staff, defendants, and the public.

DESIRABLE QUALIFICATIONS

Knowledge of:

- Basic knowledge of principles of adult and juvenile probation work, including related court procedures.
- Objectives, principles, and methods of special work programs for offenders.
- Psychology as applied to both juvenile and adult offenders.
- Community agencies available for work assignments.
- Account and fiscal recordkeeping.
- Investigative principles.
- Federal and State laws related to probation work.
- Diversion regulations and programs.

Ability to

- Main responsibility for and carry out the Probation Department's Community Service, Work Furlough, and Drug Diversion programs for persons referred by the courts.
- Perform a variety of delegated responsibilities related to Probation Department functions and programs.
- Prepare requisite court reports for assigned programs.
- Interview people and elicit requisite information.
- Determine proper work program placement for assigned clients.
- Work with community organizations to develop work sites and programs.
- Evaluate situations and people accurately and make sound decisions regarding placement and/or referral.
- Perform fiscal recordkeeping and maintain fiscal records.
- Assist with preparation of the Department budget.
- Prepare and present effective written and oral reports.
- Maintain and update accurate records.
- Prepare, review, and analyze data.
- Work cooperatively with other law enforcement agencies and the courts.
- Effectively represent the Probation Department work programs in contacts with defendants, community organizations, the public, and the courts.
- Establish and maintain cooperative working relationships.

**PROBATION PROGRAM COORDINATOR/ - 4
ADMINISTRATIVE ASSISTANT**

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Two (2) years of previous experience in working with adult and/or juvenile offenders plus some experience in account or fiscal recordkeeping.

Completion of college coursework in criminology, sociology, psychology, social work, criminal justice or a closely related field.

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

Ability to work unusual hours or shifts as dictated by work program requirements.