

**Probation Officer Assistant  
CL 23  
Position Description**

**Introduction**

This position is located in the Probation Office and provides technical support and services to probation officers in a wide range of areas, including supervision of persons on probation and parole, preparation of presentence and other investigations.

**Representative Duties**

Assists officers in performing probation investigations of all types for own office and other districts (i.e., collateral, presentence, etc.). Visits various local law enforcement and regulatory agencies to collect and record information for both presentence investigation reports and collateral investigations.

Assists in the supervision of persons on probation, supervised release, parole; and in providing necessary information to the court regarding violations of supervision.

Conducts record checks on various automated systems.

Under the guidance and direction of an officer, supervises a select caseload of persons on probation, supervised release, or parole.

As appropriate, reports all hazardous incidents encountered in the course of duty to his/her supervisor, the Chief Probation Officer, the Court, and the Federal Corrections Division of the Administrative Office of the U.S. Courts.

As required, completes investigative reports and other correspondence.

Participates in and contributes to ongoing functional training programs.

Handles client emergencies in the officer's absence.

Where applicable, may serve as an interpreter for officers and for non-English speaking offenders or family members at interviews in the office, the field, and in correctional institutions; translating pertinent documents, as necessary.

**Factor 1, Job Requirements**

General knowledge of the criminal justice system and knowledge of probation and parole procedures, sentencing guidelines, and the supervision process. Ability to identify unusual problems

for resolution or referral to probation officers. Ability to communicate orally and in writing. Knowledge of the community in which the district is located and of its resources. Ability to meet recurring deadlines. Ability to use various law enforcement automation systems. Where applicable, skill in foreign language.

### **Factor 2, Scope and Effect of Work**

The impact of the incumbent's work is with the court and other entities having dealings in federal probation matters. Work affects and contributes to the total operational functions of the court unit. Officer/assistant "teams" result in more efficient caseload management, which permits officers to concentrate their time on the more critical aspects of their investigative and supervision duties.

### **Factor 3, Complexity**

Meeting required statutory and/or court deadlines is a demanding aspect of the job. Assisting a number of officers with different requirements and/or specialties adds to the complexity. Judgement and tact in dealing with a variety of individuals -- from attorneys to federal offenders -- makes the job difficult. Generally, work is somewhat routine with repetitive processes.

### **Factor 4, Work Parameters**

Work is assigned and specific instructions and guidance are given for completion. Written products are closely reviewed and contact work performed alone is usually discussed. Work is subject to standard procedures and guidelines, which are found in various operating manuals (i.e., Probation Manual of the Guide). Assistance from officers and supervisor is readily available.

### **Factor 5, Personal Interactions**

Incumbent has daily contacts with personnel within the unit, other court units (such as Clerk's Office), law enforcement personnel, attorneys, outside agencies, as well as with offenders to receive and provide information.

### **Factor 6, Environmental Demands**

Work is generally performed in an office setting, where offenders with violent backgrounds are regularly present. Assisting in field supervision functions requires incumbent to have contact in communities/environments that may be unsafe.