

PLEASE POST !!!

## **OPEN POSITION**

MONROE COUNTY HUMAN RESOURCE OFFICE IS NOW ACCEPTING APPLICATIONS  
FOR THE FOLLOWING POSITION:

**11 PROBATION ASSISTANT – ADULT PROBATION**  
**\$15.4826/hr – 40 hrs/wk.**

Current employees who wish to apply for this position should obtain a bid sheet from the County portal and proceed accordingly.

Notice: If you are offered and accept a position within any County office you will be mandated to provide a Criminal Background Check (<http://epatch.state.pa.us>) at your cost prior to your hire date as a condition of employment.

POSTED: 1/10/2022

REMOVE: 1/17/2022

# MONROE COUNTY, PENNSYLVANIA CLASSIFICATION SPECIFICATION

**CLASSIFICATION TITLE:**

**PROBATION ASSISTANT**

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## **PURPOSE OF CLASSIFICATION**

The purpose of this classification is to provide general administrative support and clerical support to the Probation Department. Duties and responsibilities include, but are not limited to: training office personnel in the proper administration of Interstate transfer of offenders; monitoring probation officers' compliance with proper receipt and transfer of criminal offenders; preparing legal documents; and performing other duties as required.

## **ESSENTIAL FUNCTIONS**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Prepares and reviews documents prepared by probation officers for Interstate transfers of criminal offenders to other jurisdictions, including Meghan's Law registrants; directs probation officers in proper preparation of all transfers.

Reviews and revises criminal offender transfer information received from other jurisdictions and provides reporting instructions to offenders.

Attends quarterly training regarding Federal Interstate compact of criminal offenders; trains office personnel in revised procedures and responsibilities.

Prepares various documents and correspondence to include letters, legal documents, petitions, memorandums, reports and other documents; reviews information for accuracy and completeness; makes corrections and/or additions as needed; enters information into computer databases as necessary; maintains copies for departmental files and future reference.

Receives and screens incoming telephone calls; routes calls and/or takes and relays messages as necessary; answers questions from staff, outside agencies, attorneys, the public or other individuals; provides information accordingly, returns calls as necessary.

## **ADDITIONAL FUNCTIONS**

Performs other related duties as required.

## **MINIMUM QUALIFICATIONS**

High school diploma or GED; supplemented by three (3) years of previous experience and/or training involving document processing, records retention, word processing and other general administrative duties required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

## PERFORMANCE APTITUDES

**Data Utilization:** Requires the ability to review, classify, categorize, prioritize, and/or analyze data including exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

**Human Interaction:** Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

**Equipment, Machinery, Tools, and Materials Utilization:** Requires the ability to operate, maneuver and/or control the actions of office equipment such as computer, typewriter, fax machine, copier, calculator, and/or tools and materials used in performing essential functions.

**Verbal Aptitude:** Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

**Mathematical Aptitude:** Requires the ability to perform addition, subtraction, multiplication, and division; to calculate decimals and percentages; to utilize principles of fractions; and to interpret graphs.

**Functional Reasoning:** Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

**Situational Reasoning:** Requires the ability exercise judgment, decisiveness and creativity in situations involving evaluation of information against measurable or verifiable criteria.

## ADA COMPLIANCE

**Physical Ability:** Tasks require the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). Tasks may involve extended periods of time at a keyboard or work station.

**Sensory Requirements:** Some tasks require the ability to communicate orally.

**Environmental Factors:** Essential functions are regularly performed without exposure to adverse environmental conditions.

Monroe County, Pennsylvania, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.