

## PROBATION MONITORING TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: The work involves the operation of the Pretrial Release program, the Conditional Release Program, the Ignition Interlock Monitoring Program and the identification of eligible offenders who are in custody in the county jail for release under Release on Recognizance (ROR)/Release Under Supervision (RUS) or Conditional Release. These programs seek to minimize the use of incarceration for eligible offenders in pretrial status thereby alleviating jail overcrowding as well as to safely divert and treat offenders in the jail prior to release and in the community. The work is performed under direct supervision of a Probation Supervisor. A Probation Monitoring Technician does related work as required.

### TYPICAL WORK ACTIVITIES:

- Deliver, along with a Probation Officer, employability and cognitive intervention groups within Jail and community settings;
- Interview offenders in custody and utilize program criteria, evaluate suitability for ROR/RUS and Conditional Release;
- Assist the coordinator in the office supervision of those released on RUS and Conditional Release;
- Install Electronic Monitoring units with offenders who are court or Conditional Release Commission ordered to undergo a period of Electronic Monitoring as a condition of release from incarceration;
- Maintain a log of all IID orders, monitor the results of all Ignition Interlock installations, report any violations of Ignition Interlock orders to the appropriate court and district attorney;
- Conduct investigations to verify information gathered, as well as to contact criminal justice sources for additional information;
- Reports recommendations to courts and the Conditional Release Commission regarding program acceptability of eligible offenders;
- Maintain Electronic Monitoring equipment to ensure that it remains in working order and ready for use;
- Maintain SCRAM units/equipment to ensure that it remains in working order and ready for use;
- Maintain documentation of the orders for the use of electronic monitoring and SCRAM units along with maintaining the results for these units;
- Provide monitoring results to the appropriate probation officers and supervisors to allow for effective supervision of offenders in the community;
- Screen program cases to determine eligibility;
- Assist the courts in ensuring that Ignition Interlock requirements are prepared correctly;
- Other duties that may be assigned related to the care and installation of monitoring equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of interviewing techniques and human behavior; good knowledge of the criminal statutes; good knowledge of how the courts and criminal justice system operate; good knowledge of electronic monitoring equipment; knowledge of current social problems and their effects on individuals, groups, and society; ability to communicate effectively; good powers of observation; good judgment; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree including or supplemented by twenty one (21) credit hours in the social or behavioral sciences;

OR

B) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and one year of experience in law enforcement, corrections, probation, parole, or social casework involving frequent contacts and interactions with the criminal justice system.

*SPECIAL REQUIREMENT:* Must possess and maintain an appropriate class New York State motor vehicle operator's license and the use of a privately owned motor vehicle.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 8/19/14