

Probation Case Aide

Dept/Div: Probation

FLSA Status: Non-Exempt

General Definition of Work

Performs intermediate skilled administrative support work related to data entry for case files; providing general support to the Director and probation agents, and related work as apparent or assigned. Work is performed under the limited supervision of the Director of Probation.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Essential Functions

- Determine priorities related to data entry of case file material; interpret court data; ensure data integrity; resolve ambiguous information and compose documents as needed for offender case management.
- Evaluate compliance of low risk offenders with court ordered conditions; perform case reviews and determine when violations need to be filed with the court; compose violation reports.
- Manage CSTS database/case management system as System Administrator including user security and coordinator updates with IT Department; serve as department representative/liaison with CSTS User Group.
- Coordinate electronic monitoring program in collaboration with agents, offenders and vendor; analyze and reconcile vendor billing and track statistical data.
- Collect and exchange offender information and respond to questions from internal and external customers.
- Interview offenders to obtain necessary information and/or assist offenders as directed by or in the absence of supervising agents and work sites; develop and ensure viable work sites.
- Cover front desk/Administrative Assistant duties in his/her absence; provide of support services to Probation Agents as requested.

Knowledge, Skills and Abilities

Thorough knowledge of County and departmental policies, practices and procedures; comprehensive knowledge of court orders and assessments; thorough knowledge of Data Privacy Policy; thorough knowledge of billing statements and spreadsheets; general knowledge of timesheets; general knowledge of standard office equipment, GPS, alcohol monitors and credit card machines; knowledge of standard office software; comprehensive knowledge of Court Services Tracking System, Odyssey, Statewide Supervision System, Driver Vehicle Services, Tracker Pal, Minnesota State Statutes, Minnesota Courts Information System; ability to make arithmetic computations, knowledge of governmental accounting practices.

Education and Experience

High school diploma or GED and moderate experience in the Criminal Justice field, or equivalent combination of education and experience.

Physical Requirements

This work requires the frequent exertion of up to 10 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting, reaching with hands and arms and repetitive motions and occasionally requires standing, walking, stooping, kneeling, crouching or crawling, tasting or smelling, pushing or pulling and lifting; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels; work requires preparing and analyzing written or computer data, operating machines and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).