



## County of Berks POSITION DESCRIPTION FORM

<b>Position Title:</b>	Probation and Parole Aide		
<b>Department:</b>	APO - JPO	<b>Reports To: (Title)</b>	Assistant Chief
<b>Effective Date:</b>		<b>Revision Date:</b>	September 5, 2019
<b>Wage Category:</b>	<input type="checkbox"/> Exempt	<input checked="" type="checkbox"/> Non-Exempt	
<b>EEO-1 Category:</b>		<b>Union Classification:</b>	Non-Union - PT

### POSITION SUMMARY:

This position assists adult and juvenile probation officers within the Berks County Probation and Parole Department (Adult Probation and Parole and Juvenile Probation Offices) in a variety of case processing and supervision tasks. Especially in the areas of fingerprints collections, DNA samples, electronic monitoring program and transporting of offenders.

### POSITION RESPONSIBILITIES:

#### ***Essential Functions***

1. Secures fingerprints, photographs and DNA samples as instructed by probation officers.
2. Assists with the enrollment of offenders ordered onto electronic monitoring as well as the installation, inventory, maintenance, and cleaning of electronic monitoring equipment.
3. Performs drug testing of offenders as requested.
4. Provides transportation and escort services for juvenile and adult offenders to meetings, evaluations, appointments and residential facilities, with and without other probation officers.
5. Performs routine data entry into APO and JPO case management systems as directed.
6. Assists adult offenders in securing the necessary paperwork for driver's license restoration.
7. Performs a variety of functions during Juvenile Court hearings including checking in participants, calculating and distributing witness fee cards, calling cases into Court, and providing temporary security for offenders in custody awaiting hearings.

#### ***Non-Essential Functions:***

- Assists APO and JPO staff with processing expungements.

### MINIMUM EDUCATION AND EXPERIENCE:

1. Associate degree or high school diploma with related experience.
2. Valid and active Driver's License, proof of automobile insurance and access to a vehicle for employment purposes.
3. Pennsylvania criminal history report, Child Abuse History clearance and fingerprint-based federal criminal history report required.

### MINIMUM KNOWLEDGE, SKILLS AND ABILITIES:

1. Basic knowledge of the criminal and juvenile justice systems.
2. Basic knowledge of evidence-based probation and parole practices.
3. Ability to communicate effectively both orally and in writing.
4. Basic skill in the operation of Microsoft office.
5. Ability to prepare and maintain accurate and complete records.

6. Ability to converse in Spanish is preferred but not essential.
7. Physical presence in the office may be required.

**PHYSICAL DEMANDS:**

1. Ability to complete Control Tactics training and assist, when necessary, in the physical control of subjects that may be cooperative, resistive and/or assaultive.
2. Ability to complete First Aid and CPR training.

**WORKING ENVIRONMENT:**

- Normal office environment.

*This position description serves as a guideline for communicating the essential functions and other information about the position to the applicant/employee. It is not intended to create a binding employment contract nor cover every detail of the position and may be changed where appropriate.*