

PROBATION ADMINISTRATIVE COORDINATOR

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative support position involving independent responsibility for the supervision and coordination of the fiscal and operating functions of a department. The incumbent is responsible for overseeing the day-to-day office management and supervision of nontechnical staff. The position is responsible for program planning, budget formulation, fiscal management, and statistical record keeping/management. Work is performed in accordance with policies and objectives directed and outlined by department head, with considerable leeway for independent judgment. The position acts as a liaison with a variety of other departments and agencies and supervises the nontechnical office staff.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Assists in formulating policies and procedures for the fiscal and general administration of the department under the direction of the department director;
- Assists the department director in developing, administering and assessing policies related to budget, program, personnel, and agency procedures;
- May supervise program components including liaison activities with other departments and agencies, providing information to the general public, and interacting directly with clients and their families;
- Makes budget studies, assists in the preparation of the total budget and prepares material needed for board resolutions and budget adjustments;
- May prepare funding proposals or state aid budgets and reimbursements reports;
- Responsible for physical plant management such as inventory, ordering equipment, requesting repairs, and assessing future needs of a department or agency;
- Oversees department payroll;
- Responsible for interviewing, making recommendations on hiring of nontechnical staff, training, supervision, and performance evaluations of clerical office staff;
- May provide training on office operation, with emphasis on computer related usage and data base maintenance;
- Acts as Terminal Agency Coordinator for the New York Statewide Police Information Network, training and supervising Probation Officers and clericals in retrieving criminal history and driving records on clients.
- Maintains the New York State Client Database System through the coordination of clerical staff to register each criminal court probationer with the New York State Division of Probation and Correctional Alternatives via the NYSPIN terminal; supervises and trains staff in regards to registrant formats and entries; oversees the modifications of these records in regards to probationers= violations, warrants, and discharges.
- Supervises and participates in the maintenance of client case records; database entries of all court ordered probation supervisions in the County Automated Probation Information System (CAPIS) (or replacement system); oversees the update of these cases by the clerical staff; generates various reports from CAPIS, such as supervision lists, supervision alerts, investigation logs, collection reports, and various ad-hoc reports for the Director, Supervisor, and Probation Officers.
- Prepares routine correspondence under the direction of the Director or Supervisors;
- Responsible for the restitution collections in the Probation Department, for which this department is the designated collection agency for the Herkimer County Court system. This entails setting up the accounts, advising victims of the order, collecting, disbursing, posting payments in the ledger and journal accounts, and entering the information in the CAPIS system. Also, reconciliation of the account and compiling and submitting statistics to the State of New York; advise courts of delinquent defendants; answer beneficiary questions.

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- Sets up accounts for Intake Restitution collections (not court ordered); collect and disburse payments; reconcile bank statements.
- DWI Administrative Fee collections - responsible for overseeing the setting up of the collections, disbursements, and posting of these accounts; generate computerized payment reports to effectively monitor payments; disburse payments and reconcile accounts.
- Oversees the preparation or provides a variety of accounting, statistical, and narrative reports as required;
- Serves as liaison with other county departments regarding personnel transactions, equipment procurement, and budgetary monitoring;
- Serves as support staff to select committees, advisory boards, and councils associated with the work of the agency for specific programs administered by the department in conjunction with other agencies;
- Develops and monitors contracts and service agreements;
- May act as notary public for the department;
- Performs related work necessary for the efficient execution of administrative functions of the agency.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of current principles and practices of business administration of various agency programs; thorough knowledge of office terminology, procedures and equipment; thorough knowledge of business arithmetic and English; good knowledge of the organization, functions, laws, policies and regulations of the agency to which assigned; ability to handle routine administrative details independently, including the composition of letters and memoranda; ability to plan, assign and review the work of others; ability to understand and carry out complex oral and written instructions; ability to establish and maintain cooperative relations with the public and other governmental and private agencies; ability to perform close detailed work involving considerable visual effort and strain; good judgment in solving complex clerical and administrative problems; resourcefulness in handling administrative problems; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- Either -**
- (A) Graduation from a regionally accredited or New York State registered four year college or university with bachelor's degree and three years of full-time paid (or the equivalent part-time and/or volunteer) experience in an office management or senior level clerical position
- Or**
- (B) AAS plus five years of full-time paid (or the equivalent part-time and/or volunteer) experience in an office management or senior level clerical position;
- Or**
- (C) Graduation from high school or possession of a high school equivalency diploma and seven years of full-time paid (or the equivalent part-time and/or volunteer) experience in an office management or senior level clerical position;
- Or**
- (D) Any equivalent combination of training and experience as described in (A), (B) and (C) above.

Competitive Class

Adopted 11/28/2000 Personnel Officer