

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909

Position Code 1. CRFDASTEQ28R

POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete the information as accurately as you can as the position description is used to determine the proper classification of the position.

2. Employee's Name (Last, First, M.I.)	8. Department/Agency DOC-FIELD OPERATION REGION III
3. Employee Identification Number	9. Bureau (Institution, Board, or Commission) Field Operations Administration (FOA)
4. Civil Service Position Code Description Corrections Field Service Ast-E	10. Division Outstate Territory
5. Working Title (What the agency calls the position) Corrections Field Service Assistant-E 9-E10	11. Section FOA Region 4b
6. Name and Position Code Description of Direct Supervisor PAROLE PROBATION MANAGER-2 Petit, Tamra	12. Unit Ionia
7. Name and Position Code Description of Second Level Supervisor PAROLE PROBATION MANAGER-4	13. Work Location (City and Address)/Hours of Work 309 W Adam St, Ionia MI, 48846/ Monday - Friday / 8:00AM - 5:00PM

14. General Summary of Function/Purpose of Position

Employee will provide technical paraprofessional assistance to professional Parole/Probation Officers.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary:

Percentage: 30

Assist the Parole/Probation Officers in the verification of data to determine the offender's community behavior and level of compliance with the court-imposed conditions of probation.

Individual tasks related to the duty:

- Contacts various family members, neighbors and friends by phone, on site visit or mail to obtain information as to the offender's residence and compliance.
- Verifies employment status by observing a pay stub, contacting the employer by phone or observing the offender at the work site.
- Verifies participation in required treatment by contacting the treatment agency by phone, on-site visits, or phone.
- Verifies degree of compliance with court ordered restitution, fees, costs, and monthly oversight fees by contacting the appropriate personnel either by phone or mail.
- Conducts in person contact either in the office or in the field to observe the offender's behavior.

Duty 2

General Summary:

Percentage: 30

Installation, monitoring, maintenance and inventory of all electronic monitoring equipment.

Individual tasks related to the duty:

- Installation of monitoring equipment on offenders.
- Delivers and installs electronic monitoring equipment in the offender's home.
- Maintains logs of equipment sent to Lansing for repairs.
- Cleans returned equipment.
- Ensure that the equipment is in proper working order for the next use.
- Provides orientation to the offender as well as household members regarding the electronic monitoring equipment.

Duty 3

General Summary:

Percentage: 30

Assist the Parole/Probation Officers in preparing, collecting and recording data of the offender's compliance and non-compliance with court-imposed conditions.

Individual tasks related to the duty:

- Records in OMNI contacts and verification made to prisoners, parolees and probationers home placement.
- Records in OMNI contacts and verification made to prisoners, parolees and probationers' employment.
- Records in OMNI contacts and verification made regarding prisoners, parolees and probationers at substance abuse treatment centers.
- Records in OMNI office and field interviews conducted with prisoners, parolees and probationers.
- Runs Law Enforcement Information Network (LEIN) checks periodically.

Duty 4

General Summary:

Percentage: 10

Other duties as assigned.

Individual tasks related to the duty:

- Closely observe the prisoners, parolees and probationers as he/she voids urine into a container to ensure that he/she does not subvert the collections process.
- Observes the prisoners, parolees and probationers during alcohol testing and relays the results to the agent.
- Transports prisoners, parolees and probationers from detention facilities to treatment programs or as otherwise needed.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Determines if there are equipment problems which would necessitate the prisoner, parolee or probationer to be placed on telephone surveillance or the prisoner returned to the Correction Center. This affects staff at the Electronic Monitoring Center and/or the staff at the Correction Center.

Determines when to use urinalysis, breathalyzer, assist on arrests and then to contact offenders family an employer.

Decides the degree of immediate action that may be necessary to document behavior.

17. Describe the types of decisions that require the supervisor's review.

Information regarding a violation of probation and/or parole, critical incidents, and information other than the routine verifications.

18. What kind of physical effort is used to perform this job? What environmental conditions in this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Transporting electronic monitoring equipment on a regular basis.

Operating a motor vehicle to make contacts at home placement, employers, treatment programs, law enforcement agencies and transporting of offenders.

Bending and kneeling to install electronic monitoring equipment.

Stress and potential for physical danger due to contact with felony offenders both supervised in the office and unsupervised in the field.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis.

Additional Subordinates

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

- | | |
|---|--|
| ☐ Complete and sign service ratings. | ☐ Assign work. |
| ☐ Provide formal written counseling. | ☐ Approve work. |
| ☐ Approve leave requests. | ☐ Review work. |
| ☐ Approve time and attendance. | ☐ Provide guidance on work methods. |
| ☐ Orally reprimand. | ☐ Train employees in the work. |

22. Do you agree with the responses for items 1 through 20? If not, which items do you disagree with and why?

Yes

23. What are the essential functions of this position?

Ability to use authority without abusing authority.
Ability to be diplomatic with representatives from various segments of the community.
Ability to interview, investigate, evaluate findings and write reports.
Ability to testify in Administrative and Judicial Hearings.
Ability to work under stress and in hazardous situations.
Ability to obtain the cooperation of offenders, their relatives, and the various community agencies.
Ability to communicate effectively, both verbally and in writing.
Ability to drive a motor vehicle and have a valid driver's license.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

New position

25. What is the function of the work area and how does this position fit into that function?

The function of Field Operations Administration is to protect society by investigating and supervising convicted felons placed on parole, probation, tether and/or REP. The goal of the Field Service Assistant is to help re-integrate offenders into the community and prevent further criminal behavior.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position.

EDUCATION:

Completion of 2 years of college (60 semester or 90 term hours) with at least 15 semesters (or 23 terms) credit hours in one or a combination of the following areas: Criminal Justice, Correctional Administration, Criminology, Social Work, Sociology, Educational Psychology, Family Relations, Theology, or Counseling and Guidance.

EXPERIENCE:

Corrections Field Service Assistant 9

No specific type or amount of experience is required.

Corrections Field Service Assistant E10

One year of experience as a Corrections Field Service Assistant.

KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the department's policies and procedures and organization structure. Knowledge of laws, parole violation due process and confidentiality or records.

**CERTIFICATES, LICENSES,
REGISTRATIONS:**

Must have a valid driver's license.

Must own or have access to an automobile which is properly registered and insured.

NOTE: Civil Service approval does not constitute agreement with or acceptance of the desired qualifications of this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to the statements of employee or supervisors.

None

I certify that the entries on these pages are accurate and complete.

STEPHEN FORREST

2/29/2024

Appointing Authority

Date

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee

Date