

**MICHIGAN CIVIL SERVICE COMMISSION  
JOB SPECIFICATION**

**CORRECTIONS FIELD SERVICES ASSISTANT**

**JOB DESCRIPTION**

Employees in this job perform a variety of verification/data collection activities in order to assist a Parole/Probation Officer with the probation requirements of the Special Alternative Incarceration Program, Department of Corrections, or with an assigned caseload of low-risk probationers and parolees. The work involves contacts with probationers, parolees and others to obtain and verify information to assist in determining compliance with court or Parole Board imposed conditions. Work is performed through the application of knowledge related to established methods and procedures available in the form of laws, regulations, rules, policies, and procedures.

There are two classifications in this job.

**Position Code Title - Corrections Field Service Ast-E**

**Corrections Field Services Assistant 9**

This is the intermediate level. The employee, under close supervision, performs a range of corrections field services assistant assignments in a developing capacity. Established methods and procedures are available in the form of laws, regulations, rules and policies governing the work being performed.

**Corrections Field Services Assistant E10**

This is the experienced level. The employee performs a full range of assignments using considerable independent judgment to make decisions requiring the interpretation of guidelines concerning compliance with court or Parole Board orders. The employee may assist in the training of new Corrections Field Services Assistants.

**NOTE:** Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Contacts family members, neighbors or friends by phone or mail and/or makes unannounced visits to the reported residence to verify the probationer/parolee's residence. Reports any unusual conditions or activities at the residence which concern specific conditions of probation or parole.

Contacts local law enforcement agency(ies) by telephone, mail, or in person and/or obtains LEIN (Law Enforcement Information Network) checks to determine whether the probationer/parolee has had any contact, been arrested, or has other pending charges.

Verifies the probationer/parolee's employment by either reviewing a pay stub, contacting the employer by telephone, or observing the probationer/parolee at the work site.

Verifies the probationer/parolee's participation in required treatment or training programs by contacting the agency by telephone, on-site visit, or mail.

Verifies the probationer/parolee's compliance with court ordered restitution, fees, and costs by contacting the appropriate court personnel by telephone or mail.

Transports parolees and probationers to various destinations such as reentry centers and other residential programs, jails, prisons, field offices, community service sites, medical centers, courts and other specified locations.

Interviews the probationer/parolee in the office or in the field to verify residence and participation in other required programs. Reports observations of the probationer/parolee's status.

Observes the probationer/parolee during the substance abuse test (urinalysis) to ensure the probationer/parolee does not subvert the process; and, processes the specimen for shipment and testing. This process may be done in the office or in the field using portable testing equipment.

Determines whether information gathered as a result of verification/data collection and observation activities may indicate non-compliance with court or Parole Board orders, and reports the possible non-compliance to a parole/probation officer and/or supervisor.

Collects the monthly oversight and/or electronic monitoring equipment fees, issues receipts, completes required forms and records, and forwards payment for processing.

Makes referral to Parole/Probation Officer for placement in an approved community service work program when probationer/parolee is unable to pay.

Installs, adjusts, and removes electronic monitoring (tether) equipment. Provides orientation to the probationer/parolee and family members on the use of the equipment, and rules and procedures regarding the electronic monitoring equipment.

Identifies cases due for discharge and reports status to the supervisor.

Performs related work as assigned.

## **JOB QUALIFICATIONS**

### **Knowledge, Skills, and Abilities**

**NOTE:** Developing knowledge is required at the intermediate level and considerable knowledge is required at the experienced level.

Knowledge of human behavior.

Knowledge of informational and fact finding techniques.

Knowledge of parole and probation laws pertaining to adult offenders and related departmental policies.

Knowledge of probationer/parolee behaviors and problems.

Ability to conduct interviews, obtain information, make observations, and draw reasonable conclusions.

Ability to read and apply program policies and procedures.

Ability to establish and maintain case records, compile information for reports and conduct correspondence.

Ability to obtain the cooperation of probationers/parolees, family members, employers, and private and public agencies.

Ability to operate a motor vehicle.

Ability to maintain favorable public relations.

Ability to explain instructions and guidelines to others effectively.

Ability to communicate effectively.

Ability to follow oral and written instructions.

### **Working Conditions**

The employee may work in an environment involving a moderate degree of hazard and needs the ability to maintain composure during stressful situations.

The work involves frequent contacts with probationers and parolees.

The work requires traveling.

An employee may be assigned to work any day of the week or on any shift.

### **Physical Requirements**

The job duties require an employee to be absent of any physical limitation which would impair effective performance in the Department of Corrections.

### **Education**

Completion of two years of college (60 semester or 90 term credits) with at least 15 semester (23 term) credits in one or a combination of the following: criminal justice, correctional administration, criminology, social work, sociology, educational psychology, psychology, family relations, theology, or counseling and guidance.

### **Experience**

#### **Corrections Field Services Assistant 9**

No specific type or amount is required.

#### **Corrections Field Services Assistant E10**

One year of experience equivalent to a Corrections Field Services Assistant.

### **Special Requirements, Licenses, and Certifications**

Positions in this class are test-designated and subject to pre-appointment and random-selection drug and alcohol testing.

Availability of an automobile for business.

The Department of Corrections will not hire individuals who have been convicted of a felony or who have felony charges pending, in accordance with Public Act 140 of 1996.

Some positions may require a Commercial Driver's License (CDL) issued by the Secretary of State as required by Public Act 346 of 1988 to operate a designated state vehicle with passenger rating. Some positions may also require the air brake portion of the CDL.

Possession of a valid driver's license.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

### **JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

#### **Job Code**

CORFLDAST

#### **Job Code Description**

CORRECTIONS FIELD SERVICES ASSISTANT

#### **Position Title**

Corrections Field Service Ast-E

#### **Position Code**

CRFDASTE

#### **Pay Schedule**

W22-017

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