

STAFF ASSISTANT (CORRECTIONAL PROGRAMS)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, an incumbent of this class participates in performing staff support services for programs administered by the Department of Correction. The incumbent of this position provides programmatic support to programs such as Pre-Release Services and Inmate Programs by compiling and analyzing programmatic statistics to assess efficiency of services and recidivism rates; by assembling and compiling program performance indicators; prepare mandated reports for monthly, quarterly and yearly regulatory purposes to keep management informed of program operations; and by performing research to identify trends within the field. Work also involves maintaining liaison with community service groups and agencies involved in Pre-Release and Inmate Services' programs to provide information, to inform them regarding released inmates, to coordinate services between the department and such agencies, and to identify new community resources to support program operations. Supervision is not a responsibility of this position. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Provides programmatic support to superiors responsible for programs such as Pre-Release Services and Inmate Programs, by assisting management in the effective administration, evaluation, documentation, and oversight of program services;

Compiles and analyzes program performance indicators to assist in evaluating program effectiveness and recidivism rates for inmates that have completed and/or participated in programming; prepares reports and provides recommendations based on findings;

Provides research assistance to supervisors by gathering, compiling and preparing informational materials for distribution at Cognitive Life-Skills group sessions;

Acts as a co-facilitator, with support staff, during Cognitive Life Skills workshops;

Assists in assembling and compiling data and preparing statistical reports for program areas to ensure compliance with contract and/or program criteria, and informs supervisors when the data indicates non-compliance with contract terms;

Compiles and prepares a variety of program information for regulatory reports, providing management with status updates on program operations, as well as explanations for moderate to significant changes in inmate program status (i.e. increased recidivism numbers, lower participant numbers, etc.);

Establishes and maintains liaison with community agencies involved with Department of Correction programs to coordinate services, provide information and outreach, identify new community resources, and maintain an updated registry of service providers;

Assists in preparing reports and presentations of inmate and pre-release programs and services;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

Tracks and analyzes data produced from participants' responses, and evaluates the consistency of responses yielded by such programs using Data Analysis Tools;

Tracks and analyzes recidivism data collected from the inmate computer database system and looks for recidivism trends and analyzes program efficiency through the usage of Actuate Performance Measures, a tool utilized by the county to determine the effectiveness of departments and programs;

Maintains accurate and complete files of both active and inactive inmates and assures proper categorization of offenders so they may be placed in appropriate programs;

Maintains program records on inmates who have/have not successfully completed program components and provides explanations for inmates who are not successful in completing programs;

Assists in monitoring and evaluating offenders' progress in group programs through informal and formal methods;

May represent the Department to community groups throughout the tri-state area;

May attend conferences and seminars;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, email and database software in performing work assignments;

May perform other incidental tasks, as needed

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of office management and administrative support practices and techniques; knowledge of research methods; ability to plan, organize and coordinate administrative support functions of an office; ability to analyze and gather data; ability to plan and present ideas clearly and effectively; ability to establish and maintain effective working relationships; ability to deal effectively with the public; ability to communicate effectively, both verbally and in writing; ability to effectively use computer applications such as spreadsheets, word processing, calendar, email and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; initiative; tact; initiative; good judgment; discretion; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and four years of experience where the primary function of the position was administrative support, and/or community work.

SUBSTITUTION: Satisfactory completion of 30 credits* may be substituted on a year for year basis for up to four years of the required experience.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

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Job Class Code: C3187
Job Group: VIII