



Title: Case Aide

FLSA Status: Non-Exempt

Department: Probation

Updated: 11/2022

General Definition of Work

Performs intermediate work helping Probation Agents and staff in case management services, completing random drug testing of offenders, supervising juvenile community service work crew, and related work as apparent or assigned. Work is performed under the moderate supervision of Probation & Court Services Director.

Essential Functions

To perform this job successfully, an individual must be able to perform each essential function satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable an individual with disabilities to perform the essential functions.

- Complete Bail Study Evaluations per statute. Meet with client and review pre-trial paperwork and other requirements ordered by the Court.
 - Complete random drug testing on offenders as directed by probation agents and document interactions in CSTS.
 - Assist agents in the completion of home visits.
 - Assists with various office support services, such as monitoring supplies, preparing files and scanning files for storage.
 - Supervision of a case load of administrative and unsupervised clients, along with writing reports for the court regarding action or discharge from supervision.
 - Complete information checks on offenders as directed by probation agents.
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Knowledge, Skills and Abilities

General knowledge of the principles and practices of probation services; general knowledge of County programs and operations and other community resources; general knowledge of probation requirements; strong organizational skills; ability to work with minimal supervision; ability to analyze data and exercise sound judgment in arriving at conclusions; ability to follow complex oral and written instructions; ability to manage workload and meet deadlines; ability to utilize office/computer hardware and software; ability to work with juvenile and adult offenders; ability to communicate effectively orally and in writing; ability to prepare clear and concise reports; ability to establish and maintain effective working relationships with clients, associates and the general public.

Minimum Qualifications

Associate or Technical degree and extensive experience, or a combination of equivalent education and experience.



Special Qualifications

Ability to pass a criminal background check.
 Training required within six months of hire: Rule 25.
 Data Privacy/Record Retention.
 Court Services Tracking System.
 Department of Vehicle Services.
 Odyssey Court Information System/Minnesota Court Information.
 Minnesota Government Access, E-File.
 Interstate/Intrastate Transfer Rules and Procedures.
 Drug Testing.
 Valid driver’s license in the State of Minnesota.

Working Conditions

The characteristics listed below are representative of the physical demands, physical agility, sensory requirements, and environmental exposures required by an individual to successfully perform the essential duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties.

- Employees sit most of the time but may walk or stand for some periods of time.
- This classification seldom involves physical agility requirements such as: climbing, stooping, kneeling, crouching, crawling, reaching, pushing, pulling, repetitive motions and manual dexterity.
- Sensory requirements include standard vision requirements; vocal communication is required for expressing ideas by means of the spoken word; and hearing is required to perceive information at normal spoken word levels.

Physical Exertion (Pounds)	
Up to 10	Occasional
Up to 25	Seldom
Up to 50	Seldom
Up to 100	Seldom
100 or more	Seldom

Environmental Exposures	
Work near moving mechanical parts	Seldom
Work in high, precarious places	Seldom
Toxic or caustic chemicals	Seldom
Outdoor weather conditions	Occasional
Extreme Cold, non-weather	Seldom
Extreme Heat, non-weather	Seldom
Noise Level	Moderate



Case Aide
Job Description

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.