

**EXECUTIVE ASSISTANT TO THE COMMISSIONER OF PROBATION**

**Duties and Responsibilities**

Under executive direction of the Commissioner, with wide latitude for the exercise of independent judgment, action, decision and initiative, serves as personal aide and executive assistant to the Commissioner; ensures that the decisions, directives and plans of the Commissioner are put into effect by acting as the personal representative of the Commissioner to Probation Officers, members of the Executive Staff and staff assigned to the Office of the Commissioner; handles matters of a highly confidential nature, particularly in relation to the Department's professional staff and advises the Commissioner on such matters; directs, coordinates and manages the operations of the Office of the Commissioner; assists the Commissioner in the management and supervision of the Commissioner's office administrative staff and/or programs; writes special correspondence and memoranda for the Commissioner to communicate the Commissioner's goals, policies and priorities to the public and professional Probation staff; reviews, screens and abstracts written material received by the Commissioner and makes recommendations with respect to such matters; screens visitors and requests for meetings with the Commissioner and directs the scheduling of each meeting.

**Qualification Requirements**

A baccalaureate degree from an accredited college and six years of full time experience in coordinating, directing, supervising, and carrying out programs and policies in areas related to and concerning the criminal justice, juvenile justice, corrections, social work or probation field, 18 months of which must have been in a broad administrative, managerial, executive, or consulting capacity.

**Lines of Promotion**

None. This class of positions is in the Non-Competitive Class.