

MEMORANDUM OF AGREEMENT

_____))
NATIONAL ASSOCIATION))
OF GOVERNMENT EMPLOYEES))
SERVICE EMPLOYEES))
INTERNATIONAL UNION,))
LOCAL 5000))
and))
COURT ADMINISTRATOR OF THE))
MASSACHUSETTS TRIAL COURT))
_____)

ASSOCIATE PROBATION OFFICERS

The parties agree to the following changes regarding Associate Probation Officers:

1. Amend the duties of Associate Probation Officer (APO) to those included within the attached job description. All APOs may be required to perform all of the duties included within the attached job description. In consideration for the performance of these increased duties, the Trial Court agrees to increase the salary for APOs (currently listed in Step 1A of Appendix A of the parties July 1, 2014 to June 30, 2017, contract) by five percent (5%).

2. All applicants to vacant APO positions will be hired by region, assigned to an anchor court, and subject to assignment and travel to any of the District, Juvenile, Superior, Probate/Family or satellite courts associated with that region so long as those courts are within 30 miles of their anchor court. APOs who were hired prior to the signing of this agreement (current APOs) will continue to be assigned and travel exclusively to the court to which they are assigned following the conclusion of Probation's rebalancing (described below). Current APOs may volunteer to travel to other courts, however by volunteering they will not forfeit their grandfathered status and their right to not travel in the future under this Agreement. A current APO's right to be assigned and travel exclusively to the court to which they are assigned, their grandfathered status, will be forfeited when and should they apply and be appointed to or voluntarily transferred to an APO position in another court.

3. This Agreement does not amend the provisions of Article 16.02 of the parties' collective bargaining agreement.



MASSACHUSETTS TRIAL COURT

Job Description and Qualifications for Associate Probation Officer

DB/MP
1/22/14

You must indicate those regions that you would be willing to work in. Associate Probation Officers are hired by region and subject to assignment and travel to any of the District, Boston Municipal, Juvenile, Superior and Probate/Family or satellite courts associated with that region.

All applications must be received by the end of the day on:

MISSION STATEMENT OF THE MASSACHUSETTS TRIAL COURT:

The Trial Court is committed to providing equal access to justice[®] for all who use the Commonwealth's courts; to the efficient and effective administration of justice and the fair and impartial resolution of disputes; to the protection of constitutional and statutory rights and liberties; to prompt and courteous service to the public by committed and dedicated professional employees utilizing best practices in a manner that inspires public trust and confidence.

MISSION STATEMENT OF THE MASSACHUSETTS PROBATION SERVICE:

The Massachusetts Probation Service is at the center in the delivery of justice through investigations, community supervision of offenders/litigants, diversion of appropriate offenders from institutional sentences, reduction in crime, dispute interventions, service to victims, and the performance of other appropriate community service functions.

ORGANIZATIONAL PROFILE:

<http://www.mass.gov/courts/probation/>

POSITION SUMMARY:

The Associate Probation Officer, under the direct supervision of the Chief Probation Officer, First Assistant Chief Probation Officer or Assistant Chief Probation Officer, assists the Probation Department by performing the courtroom duties previously performed by Probation Officers including providing courtroom coverage, preparing and delivering defendant record information, and other duties as the Chief Probation Officer may direct. The Associate Probation Officer further assists the Court by assisting Probation Officers to interview defendants prior to court and completing pre-trial intake investigations.

SUPERVISION RECEIVED:

Work is performed under the general direction of the Chief Probation Officer or his/her designee and is evaluated for professional soundness and conformity to policy. The CPOs designee may include the (F)ACPO and/or POII.

MAJOR DUTIES

Associate Probation Officer Duties:

- When directed by the Chief or Assistant Chief Probation Officer, assists Probation Officers in the performance of their courthouse and courtroom duties.
- Assists Probation Officers with verification of compliance with certain orders of the court: community service verification, payment of monies, program referrals, mailing of correspondence to victims, contact collaterals (programs, other agencies, DCF, schools, drug testing facilities).
- Assists Probation Officers with investigations, prepares and files complaints for contempt cases.
- Performs all assigned duties relating to cases scheduled for appearance in court, documents court dispositions and court orders.
- Under the direction of a (F)(A)(C)PO requests a warrant to be issued in court for offender non-compliance.
- Prepares and submits monthly statistical reports on status of court case-flow. Assists in the gathering of and evaluation of data pertinent to cases before the Court, Indigency Verification, Monthly Report of Probation Activity, and Subsequent Offender Activity Reports (SOAR).
- Assists in the printing and distribution of SOAR and follows through with local office policy.
- Maintains accurate and up-to-date case records in a neat and legible form.
- Maintains electronic documentation in a system approved by probation.
- Completes Certificates of completed Community Service hours.
- Monitors and supervises for compliance Pre-Trial, Administrative and DUIL Level One cases under the direct supervision of PO II/(F)ACPO/CPO.
- Reviews and signs conditions of probation under the direct supervision of Probation Officer II/(F)ACPO/CPO.

PROBATION JOB FAMILY COMPETENICES

All applicants must be able, through the interview process to prove proficiency in the following competencies

Competencies	Key Skills
Ethics and Values	Demonstrates and articulates the ethics and values of Probation
Mission and Vision	Understanding, upholding and communicating the stated organizational mission and vision
Self-Awareness	Continuous understanding of the need for professional development and a willingness to adapt and advance
Team Building	Contributing to a sense of shared goals and accountabilities through the development of positive relationships in order to promote a healthy work environment
Collaboration	Being flexible and open to modifications and adaptations suitable to the situation; Receptive to open to diverse ideas and opinions without expressing judgment
Customer Service	Conducts oneself in a courteous and professional manner towards both Trial Court employees and the public.
Performance Measurement	Understanding the value and importance of performance measures as both employees and as well a departmental assessment
Continuous Learning	Is actively committed to and actively works to continuously improve him/herself
Commitment to Diversity	Promotes an environment of diversity through understanding, respect, and positive communication with persons of varied economic and cultural backgrounds.

REQUIRED EXPERIENCE AND EDUCATION:

These are the minimum requirements necessary to apply for a position of Associate Probation Officer:

Associates degree, Bachelor's degree preferred; or 3 years relevant experience in Human Services, Criminal Justice or Trial Court.

Demonstrated interest in and commitment to criminal justice and/or human services as evidenced by prior employment, record of internships, educational practicums, college course work or equivalent activities.

Ability to perform complex courtroom tasks.

Ability to deal with justices, general public, members of the bar, and court personnel.

Ability to maintain accurate records.

Ability to travel within a designated work region.

Ability to establish work priorities.

STARTING SALARY: \$43,046.09

HOW TO APPLY:

Applicants must apply by completing a Trial Court online application at the following web address:

<http://www.mass.gov/courts/jobs/index.html>

PLEASE NOTE: paper, faxed, or emailed applications are no longer accepted for any Trial Court position.

AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER