

# MADISON COUNTY DEPARTMENT OF HUMAN RESOURCES

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## VACANCY ANNOUNCEMENT

### **PROBATION OFFICER OR PROBATION OFFICER TRAINEE**

(*COUNTY APPLICATION REQUIRED*- Go to: <https://madison-portal.mycivilservice.com/> )

The Madison County Probation Department seeks full-time Probation Officers &/or Probation Officer Trainees.

**2025 Hire Rate-Probation Officer: \$30.00/hr (37.5 hrs/wk)**

**2025 Hire Rate-Probation Officer Trainee: \$28.55/hr (37.5 hrs/wk)**

**Probation Officer:** This is the entry-level professional position in a probation department responsible for the control, supervision and care of adults and juveniles subject to probation supervision or intake services which requires them to meet certain standards of conduct. The incumbent uses sound professional judgment and applies investigative techniques to evaluate the conduct of those subject to court ordered investigation, analyze data and make recommendations regarding court dispositions. He/she also counsels and coaches probationers and others receiving probation services to change patterns of thinking and behavior to help promote and sustain a law-abiding relationship with society and reduce the likelihood of becoming re-involved in criminal or delinquent behavior. Depending upon individual needs and/or court orders, a Probation Officer may arrange for medical, mental health or substance treatment services. Supervision is not a characteristic of this position. The work is performed under the general supervision of a higher ranking probation professional. A Probation Officer is a Peace Officer pursuant to Criminal Procedure Law, Section 2.10 and may be authorized to carry a firearm in the performance of his/her duties. Does related work as required.

#### **Probation Officer MINIMUM QUALIFICATIONS:**

- A. Satisfactory completion of a Probation Officer traineeship or
- B. Possession of a Graduate degree in social work, social sciences, education, administration, law, criminal justice or a related field; or
- C. Possession of a Bachelor's degree or higher with at least thirty (30) credit hours in the social or behavioral sciences and two (2) years of experience in counseling, law enforcement, juvenile or criminal justice, education or casework in a probation, law enforcement, juvenile or criminal justice, corrections, community corrections, parole, social services, mental health, social work or other public or private human services agency.

**Note:** Course work at the graduate degree level in social work, social sciences, education, administration, law, criminal justice or a related field may be substituted for work experience for a maximum of one (1) year of experience.

**Note:** Degree(s) must have been awarded by a college or university accredited by a regional, national or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside of the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

**Special Requirement:** Candidates must possess a valid NYS Driver's License at the time of application and maintenance of said license for the duration of appointment.

**Note:** Counseling experience involves interviewing individuals and/or families, discussing and evaluating their problems (e.g., drug and alcohol abuse, family conflicts, disabilities, etc.) and developing and carrying out plans to resolve problems. Those who perform counseling duties work directly with individuals and/or families on an ongoing basis in order to assist them and monitor and evaluate their progress.

Law Enforcement experience involves providing for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws and promoting good community relations as a member of a regional state park police or a police force, police department or other organization of a county, city, town, village, housing authority, transit authority or police district.

Education experience involves teaching a curriculum to students or supervising/administering such a curriculum and those teaching it or experience as a guidance counselor, school or educational counselor or instructional coordinator/curriculum coordinator.

Casework experience involves activities directed toward enhancing a client's ability to cope with and solve problems and the referral of clients to supporting resources and services. Functions include client assessment, problem identification, development, monitoring and revision of a service plan, motivational support, counseling, crisis intervention, referral to social and support services and coordination of services.

Note: Individuals whose duties and responsibilities include the use of a firearm must also complete training pursuant to Criminal Procedures Law, Section 2.30(3).

Note: The class specifications including the minimum qualifications for positions in County Probation Departments are established by the Regulations of the Division of Criminal Justice Services. These class specifications are found in Title 9 NYCRR, Part 347, Appendix H-10, Standard Specifications for Professional Probation Positions.

Note: This position is allocated to the competitive class pursuant to Executive Law, Section 257(1).

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**Probation Officer Trainee- MINIMUM QUALIFICATIONS:** Possession of a Bachelor's degree or higher with at least thirty (30) credit hours in the social or behavioral sciences. **(Please submit an unofficial college transcript.)**

**Note:** Degree(s) must have been awarded by a college or university accredited by a regional, national or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside of the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

**Special Requirement:** Candidates must possess a valid NYS driver's license at the time of application and maintenance of said license for the duration of appointment.

**Note:** **Social Science** includes areas of study concerned with humans living in relation to other humans in a social environment and such as anthropology, criminal justice, economics, geography, history, political science, psychology and sociology.

**Behavioral Science** is a subset of social science characterized by observation of the behavior of living organisms and focused on human social behavior such as psychology, sociology, anthropology, counseling, criminal justice, gerontology, human behavior, social work/social welfare and vocational rehabilitation.

**Note:** Individuals whose duties and responsibilities include the use of a firearm must also complete training pursuant to Criminal Procedures Law, Section 2.30(3).

**Note:** The class specifications including the minimum qualifications for positions in County Probation Departments are established by the Regulations of the Division of Criminal Justice Services. These class specifications are found in Title 9 NYCRR, Part 347, Appendix H-10, Standard Specifications for Professional Probation Positions.

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