

# MADISON COUNTY DEPARTMENT OF HUMAN RESOURCES

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## VACANCY ANNOUNCEMENT

### SENIOR PROBATION OFFICER

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

**2025 Hire Rate:**

\$33.04/hour

Full-time Information Senior Probation Officer sought for the Madison County Probation Department. This is a senior 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 require them to meet certain standards of conduct. The incumbent performs all the duties and exercises all the responsibilities of a Probation Officer; however, he/she is responsible for more complex assignments than those assigned a Probation Officer and exercises specialized skills regarding evaluating the conduct of probationers, analyzing data, making recommendations regarding court decisions and counseling and coaching probationers. He/she normally is assigned as the lead worker of a unit or a team leader of professional and para-professional probation personnel when a team approach is used. He/she may also be assigned special programs and/or projects. The work is performed under the general supervision of a Probation Supervisor with limited leeway allowed for the use of independent judgment in carrying out the details of the work. Supervision is not a characteristic of this position. The position varies from that of a Probation Officer by the complexity of the cases assigned, possible responsibility for special projects and responsibility as a lead worker position. A Senior 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.

**MINIMUM QUALIFICATIONS:** Either: **OPEN COMPETITIVE MINIMUM QUALIFICATIONS:**

Possession of a Bachelor's degree or higher including or supplemented by thirty (30) credit hours in the social or behavioral sciences and two (2) years of experience as a Probation Officer.

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.

**PROMOTION MINIMUM QUALIFICATIONS:** One (1) year of permanent competitive class status as a Probation Officer.

**SPECIAL REQUIREMENT:** Candidates must possess a valid NYS Driver's License at the time of appointment 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.

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

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