

# MADISON COUNTY DEPARTMENT OF HUMAN RESOURCES

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## VACANCY ANNOUNCEMENT

### **PROBATION ASSISTANT (HELPS Program)**

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

**2026 Hire Rate: \$24.69/hr (37.5 hrs/wk)**

The Madison County Probation Department seeks a full-time Probation Assistant. This is a para-professional position in a probation department. Unlike a Probation Officer, a Probation Assistant is not a Peace Officer pursuant to the New York State Criminal Procedure Law. The incumbent is responsible for assisting probation officers in a local probation agency in tasks which may include performing pre-dispositional/pre-trial related duties such as interviewing and screening individuals arrested and/or otherwise not yet adjudicated/sentenced for suitability for pre-trial release, making recommendations for release, monitoring individuals released into the community whose cases are pending; and notifying courts of case status. An incumbent may also serve as a probation department's point of contact for transfer of records and files with other probation departments, law enforcement agencies or courts. He/she also assists in the control and supervision of probationers by performing tasks such as opening and closing cases; retrieving archived files; delivering documents to law enforcement agencies and the courts; assisting with the collection of financial obligations; and processing intra and interstate transfers. The work is performed under the supervision of a Probation Supervisor or higher-level probation professional in accordance with applicable rules/regulations, statutes and/or policies and procedures as directed by a Probation Director or his/her designee. The incumbent will perform all related duties as required.

**OPEN COMPETITIVE MINIMUM QUALIFICATIONS:** Either:

- A. Possession of an Associate's degree, or higher, in criminal justice, human services, chemical dependency counseling, business administration or a closely related field; OR
- B. Graduation from high school or possession of a high school equivalency diploma and two (2) years of full-time paid, or its part-time equivalent, experience working with the public in a public or private human services agency or a criminal justice or juvenile justice agency OR
- C. An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

**NOTES:**

1. 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.es.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.
2. The class specifications including the minimum qualifications for positions in Probation Departments are established by rule and 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.
3. This position is allocated to the competitive class pursuant to Executive Law, Section 257(1).

**NOTE:** Possession of an appropriate New York State driver's license at time of appointment and maintenance of said license for the duration of appointment.

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