



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Probation Department

- Job Title:** PROBATION ASSISTANT (HELP's Program)
- Salary Range:** \$51,545 - \$60,994* (*Based on years of service employed with Saratoga County)
- Work Location:** 6012 County Farm Road, Ballston Spa, NY 12020
- Classification:** Non-Competitive (Exam requirements temporarily waived)

Job Description

This is a para-professional position involving responsibility for assisting probation officers in a local probation agency in selected ministerial, research and administrative tasks related to the various processes of probation service. An employee in this title may perform such tasks for a number of probation officers and/or may be a member of a team evaluation or supervision program. The establishment of such positions enables probation officers to concentrate to a greater extent on individual, group and community needs requiring professional attention and specifically to offer greater supportive assistance to persons serviced by the probation agency. Incumbent works under the direction of a Senior level Probation Officer or designated Probation Officer(s); Performs related work as required.

Minimum Qualifications (at least)

- A) Possession of an Associate's Degree, or higher, in Criminal Justice, Human Services, Behavioral Science or a closely related field plus, one (1) year of experience in a support function maintaining records and/or reports within a criminal justice agency, court office or law firm; **OR**
- B) Graduation from High School or possession of an equivalency certificate (GED), and five (5) years of experience in a support function maintain records and/or reports within a criminal justice agency, court office or law firm.

(Degree must have been awarded by a college or university by a regional, national, or specialized agency recognized as an accrediting agency by the US Department of Education/US Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you 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>. You must pay the required evaluation fee.)

Typical Work Activities (*Illustrative)

- Assists in gathering of information for probation personnel from a variety of sources, including public and private social agencies, law enforcement agencies, courts, employers, etc.;
- Assists in verification of social and legal history data pertaining to individuals serviced by the probation agency;



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- Assists individuals serviced by the probation agency in completing questionnaires and other documents requiring written information;
- Assists in establishing or maintaining contact with persons or organizations in the community that may provide necessary resources for individuals serviced by the agency;
- Assists in compiling statistical data for a variety of projects and reports;
- Assists in securing information from various individuals and agencies regarding conduct and progress of probationers;
- May assist in resolving technical problems of probationers or others, relating to housing, healthcare, employment, or other essential matters;

May make contact with petitioners or respondents to assist in correction of family support* *Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

Additional Information

- Excellent benefits, NYS Retirement and Compensation Plan

To Apply (via Link Provided)

- Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020
- Resume may not be substituted for application
- Fax submissions will not be accepted

Applications will continue to be accepted through the date posted, or until the vacancy has been filled

**** This title has been approved under the NYS Civil Service HELP Program – exam requirements have been temporarily waived through December of 2025 ****

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer.

We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.