



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Probation Department

Job Title: PROBATION OFFICER TRAINEE

Salary Range: \$57,947 - \$67,668* (*Based on years of service employed in specified title with Saratoga County)

Work Location: 6012 County Farm Road, Ballston Spa, NY 12020

Classification: Competitive (This Position is being filled on a provisional basis pending the results of a civil service exam to be given at a later date)

Job Description

The trainee level is used to recruit to the probation field college graduates with a career interest in probation. Trainees receive on-the-job training while performing duties of a limited professional nature under close and continuing supervision. Trainee appointments are for a period of one year**, following which incumbents receiving satisfactory ratings will be advanced to the title of probation officer without further examination.

Minimum Qualifications (at least)

Possession of a Bachelor's degree or higher with at least thirty (30) credit hours in the Social or Behavioral Sciences. ****Transcript(s) required at time of application****

NOTES:

1. Social science includes areas of study concerned with humans living in relation to other humans in a social environment such as anthropology, criminal justice, economics, geography, history, political science, psychology and sociology.
2. Behavioral science is a subtest 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.

SPECIAL REQUIREMENTS:

1. Candidate must possess and maintain, a clear and valid New York State Driver's License appropriate for the **type** of vehicle to be operated, in meeting the necessary transportation needs of the job. This may include Class D, Class M/MJ, and Commercial (Class A,B,C) CDL.
2. When authorized by the Director of Probation III to carry or use a firearm in the performance of official Probation Officer Trainee duties, must, prior to carry or using such firearm, complete firearms training in accordance with Criminal Procedure Law (2.30) (3) and in a program approved by the Municipal Police Training Council (MPTC).
3. Completion of required course in fundamentals of probation practice, given by or approved through the New York State Division of Probation and Correctional Alternatives within one (1) year of appointment.



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4. Completion of Peace Officer certification training in a program approved by the New York State Municipal Police Training Council within one (1) year of appointment.
5. New York State residency must be maintained for the duration of employment in this title.
6. For Probation Officer I Traineeship (with language parenthetical – i.e. Spanish-Speaking): When considered for appointment a candidate must be able to demonstrate proficiency in the other language at the level deemed appropriate for the department. The language proficiency of the permanent appointees will be further evaluated during the post-appointment probationary period.

**Upon successful completion of the one-year traineeship the incumbent is appointed to the position of Probation Officer I or specialized parenthetical without further examination.

(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)

- Participates in an in-service training program regarding the investigation, supervision, counseling and coaching duties and responsibilities of a Probation Officer 1 and develops goals and objectives to ensure the successful completion of the training program;
- Under the direct supervision of a probation professional, gathers, verifies, reviews and analyzes social, medical, mental health, substance abuse, sex offender, legal and other documentation and by interviewing defendants/respondents, victims, law enforcement personnel and other case related individuals to conduct pre-plea/pre-sentence/pre-disposition investigations;
- Under the direct supervision of a probation professional, prepares reports regarding persons awaiting disposition of the courts;
- Under the direct supervision of a probation professional, conducts risk and need assessments and evaluates results for pre-trial, investigation, and supervision purposes;
- Under the direct supervision of a probation professional, promotes risk reduction by providing direction and support to help the probationer change factors that promote and maintain criminal/delinquent behavior;
- Coaches probationers to select new patterns of thinking, feeling and behaving and develop new attitudes and skills which help sustain a constructive and law-abiding relationship with the broader community and reduce the likelihood of becoming re-involved in criminal or delinquent behavior;
- Under the direct supervision of a probation professional, prepares progress reports on probationers and periodically reviews case histories to determine the degree of adjustment
- Under the direct supervision of a probation professional, prepares a final case report once a case is closed;
- Under the direct supervision of a probation professional, prepares violation reports;

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- Under the direct supervision of a probation professional, prepares case/supervision plans and explains conditions of sentence/disposition to probationers;
- Under the direct supervision of a probation professional, monitors probationers' compliance with conditions of probation;
- Under the direct supervision of a probation professional, performs drug/alcohol screenings, and collects DNA samples from probationers;
- May develop and maintain professional relationships with other social and law enforcement agencies and cooperates with them in matters of mutual interest such as assisting probationers with life adjustments;
- May arrange for medical, mental health, substance abuse treatment or other services according to individual probationer's needs or court orders;
- May testify in court or at violation hearings;
- May use a firearm in performing duties and exercising authority pursuant to departmental policy.

**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
- This Position is being filled on a *provisional* basis pending the results of a civil service exam to be given at a later date

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 posting has been removed.

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.