



DEPARTMENT OF HUMAN RESOURCES

EMPLOYMENT OPPORTUNITY NOTICE

Saratoga County Probation Department

PROMOTIONAL OPPORTUNITY

- Job Title:** PROBATION SUPERVISOR
- Salary Range:** \$72,411 - \$82,167* (*Salary range provides earnings potential, which is based on years of service employed with Saratoga County in specified title)
- 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

Employees in this class perform probation work at a supervisory level involving the direction and supervision of 4 to 7 probation officers. A probation supervisor may be in charge of a district office or a special unit of a probation agency of moderate size. He/she works under the general supervision of a probation director, a deputy probation director, or a principal probation officer. Along with supervision of professional staff, he/she also may have general supervision of a number of clerical employees, probation assistants, or volunteers. Does related work as required.

Minimum Qualifications (at least)

Candidates must be currently employed in the Saratoga County Probation Department, serving continuously on a *permanent* full-time basis for at least **three (3) years, as a Probation Officer**.

Typical Work Activities (*Illustrative)

- Plans, assigns and is immediately responsible for the work of 4 to 7 probation officers;
- Directly supervises the work of 4 to 7 probation officer in performance of intake work, presentence evaluations, program planning and/or supervision of probationers;
- Consults with probation officers on individual cases and provides necessary instruction;
- Assists in the interpretation of rules and procedures for the benefit of subordinate staff;
- Shares the responsibility for developing efficient record-keeping systems and administrative procedures;
- Confers with judges, court personnel, attorneys, police, educational and social agency personnel and various other groups and individuals on problems and other matters with which the probation agency is concerned;
- Oversees special projects in the area of probation research, study and development;



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- Helps to evaluate staff training needs and coordinates and/or conducts special training programs within the agency.
- May use a firearm in performing duties and exercising authority pursuant to departmental policy;
- Performs related work as necessary.

**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.