

DATE: August 14, 2024

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is a competitive class position.)

FROM: Valerie Naccarato, Director of Probation
733 Broadway, Kingston, NY 12401



JOB VACANCY: Alternative Sentencing Crew Supervisor / Full-Time / Permanent/Provisional / Benefited

LOCATION: Business Resrce Cntr

SALARY: \$19.47 / hour (Grade 5)

FILL DATE: September 5, 2024

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility for acting as a work site supervisor of workers (alternatively sentenced individuals) participating in community service assignments such as painting, landscaping and other related projects at public or not-for-profit corporations, associations, institutions or agencies. The work involves the responsibility for determining how the job will be performed and overseeing the performance, productivity and behavior of workers. The incumbent is responsible for maintaining order of workers, maintaining visual contact at all times and handling any complaints at the work site. Work is performed under the general supervision of a higher level employee. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the functions and procedures of the Criminal Justice System; working knowledge of criminal related behavior; skill in the practices and work methods of painting, and landscaping; ability to supervise workers performing unskilled manual labor; ability to establish and maintain effective working relationships with others; ability to maintain detailed records and inventory; ability to communicate effectively both orally and in writing; ability to perform work activities at heights; ability to lift heavy objects; good hand-eye coordination.

MINIMUM QUALIFICATIONS: Either;

- A. Graduation from a regionally accredited college or university with an Associate's Degree in human or social services, criminal justice or 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 in human services; **OR**
- C. An equivalent combination of training and experience as described in A and B above.

SPECIAL REQUIREMENT: At time of appointment, and throughout employment in this title, candidate must possess a valid New York State Driver's License.

IF COLLEGE OR UNIVERSITY EDUCATION IS INDICATED; TRANSCRIPTS ARE REQUIRED AND SHOULD BE ATTACHED TO ALL APPLICATIONS RECEIVED. A CANDIDATE LACKING THE REQUIRED TRANSCRIPTS WILL RECEIVE A CONDITIONAL APPROVAL PENDING THE RECEIPT OF TRANSCRIPTS.

Special Requirement for appointment to Ulster County positions: In accordance with Ulster County Legislative Local Law Number 14 of 2007 or by other State and Federal Statutes, candidates for employment to all Ulster County positions must obtain clearance for appointment from the Department of Criminal Justice System or other mandated Federal and State regulatory authority based upon fingerprinting and a criminal history background check.

ULSTER COUNTY IS AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

All qualified applicants will receive consideration for employment without regard to age, race, color, religion, gender, creed, national origin, physical or mental disability, marital status, veteran status, disabled veteran status, or status as a member of any other protected group or activity.