

DATE: November 12, 2024

TO: **ALL COUNTY EMPLOYEES AND ELIGIBLE CANDIDATES**
(This is a competitive class position and there is currently an open competitive eligible list.)

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

JOB VACANCY: Probation Assistant / Full-Time / Permanent/Provisional / Benefited

LOCATION: Probation Bldg

SALARY: \$23.86 / hour (Grade 10)

FILL DATE: December 5, 2024



DISTINGUISHING FEATURES OF THE CLASS: This is a para-professional position in a probation department. Unlike a Probation Officer 1, 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. They also assist 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 1 or higher level probation professional in accordance with applicable rules/regulations, statutes and/or policies and procedures as directed by a Probation Director or their designee. The incumbent will perform all related duties as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of pre-trial court procedures; good knowledge of interviewing methods necessary to determine suitability for pre-trial release from detention; good knowledge of tools used to monitor compliance with conditions of probation, such as drug and alcohol screening, DNA collection, and electronic monitoring devices; good knowledge of the geography of the jurisdiction employed in; working knowledge of laws pertaining to probation work and functions and procedures of family and criminal courts; working knowledge of the provisions of the Health Insurance Portability and Accountability Act (HIPAA) regulations and policies relating to confidentiality of case record information; working knowledge of special offender populations such as domestic violence offenders, sex offenders, DWI offenders, youthful offenders, juvenile offenders, Persons in Need of Supervision and juvenile delinquents; working knowledge of juvenile and adult risk and needs assessment instruments; working knowledge of factors related to crime and delinquency; working knowledge of the rules of evidence, arrest laws and custody procedures; working knowledge of community resources; working knowledge of employment, training and treatment options available to probationers; working knowledge of office terminology, procedures, equipment and business English; ability to interview detainees and assess their suitability for pre-trial release; ability to review and explain conditions of probation to a probationer; ability to gather and organize information related to the work performed; ability to administer drug, alcohol testing and collect DNA samples as needed; ability to establish and maintain effective working relationships with others; ability to understand and follow oral and written instructions; ability to communicate effectively both orally and in writing; ability to understand and empathize with the needs and concerns of others; ability to maintain composure and make rational judgments under stressful conditions.

OPEN COMPETITIVE MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited college or university or one accredited by the Board of Regents to grant degrees, with 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 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.

Special Requirement: Possession of a current driver's license or otherwise demonstrated ability to meet the transportation requirements of the position.

Note: 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.

Note: This position is allocated to the competitive class pursuant to the Executive Law Section 257(1).

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.