



DATE: January 23, 2025

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: Crime Victim Counselor/Educator / Full-Time / Contingent Permanent/Temporary / Benefited

LOCATION: 1 Pearl Street, Kingston, NY 12401

SALARY: \$33.34 / hour (Grade 15)

FILL DATE: February 13, 2025

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class provides guidance, advocacy and counseling to crime victims and their families to help them overcome the emotional trauma associated with the crime and assists the crime victim and his/her family in obtaining financial, legal and medical help or additional counseling if needed. The incumbent must be comfortable with public speaking and has the responsibility for organizing and implementing presentations with the purpose of providing crime education, public awareness and information on crime prevention to staff, professionals, community members and schools. The work is performed under the general direction of higher level professional staff. Wide leeway is allowed the employee in the details of the work. Supervision may be exercised over subordinate staff. Does related work as required.

FULL PERFORMANCE KNOWLEDGES SKILLS ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of counseling and interviewing techniques; good knowledge of resources and services in the community available to the crime victim; ability to establish a rapport with clients; ability to establish and maintain an effective working relationship with a wide variety of public and private agencies; ability to maintain records; ability to engage in public speaking events and develop presentations; ability to prepare grant reports; a high degree of empathy for the victims of crime; willingness to respond to calls on a 24 hour a day basis as the need arises; tact; courtesy.

MINIMUM QUALIFICATIONS: Either:

A. Graduate degree in social work, education, administration, law, sociology, psychology, criminology, or a related field; **OR**

B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree and two (2) years of full-time paid or its part-time equivalent experience in counseling or casework in a recognized agency adhering to acceptable standards in probation, parole, social services, psychiatric or medical social work, or related work, which included experience in public speaking and developing presentations; **OR**

C. An appropriate combination of above training and experience.

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.