

DATE: May 19, 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: Probation Officer 1 / Full-Time / Permanent/Provisional / Benefited

LOCATION: Probation Bldg

SALARY: \$33.34 hour (Grade 15)

FILL DATE: June 10, 2025



DISTINGUISHING FEATURES OF THE CLASS: This is the entry-level professional position in a probation department responsible for the control, supervision and care of adults and juveniles subject to probation supervision or intake services which requires them to meet certain standards of conduct. The incumbent uses sound professional judgment and applies investigative techniques to evaluate the conduct of those subject to court ordered investigation, analyze data and make recommendations regarding court dispositions. He/she also counsels and coaches probationers and others receiving probation services to change patterns of thinking and behavior to help promote and sustain a law-abiding relationship with society and reduce the likelihood of becoming re-involved in criminal or delinquent behavior. Depending upon individual needs and/or court orders, a Probation Officer 1 may arrange for medical, mental health or substance treatment services. Supervision is not a characteristic of this position. The work is performed under the general supervision of a higher-ranking probation professional. A Probation Officer 1 is a Peace Officer pursuant to Criminal Procedure Law Section 2.10 and may be authorized to carry a firearm in the performance of his/her duties. The incumbent will perform all related duties as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of interviewing and investigative techniques and practices related to probation work; good knowledge of laws and rules pertaining to probation work and the functions and procedures of family and criminal courts; good knowledge of methods of differential supervision of probationers including the application of cognitive behavioral interventions and motivational techniques; good knowledge of effective case planning and management; good 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; good knowledge of juvenile and adult risk and needs assessment instruments; 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 powers of a Peace Officer; good knowledge of the geography of the jurisdiction employed in; good knowledge of factors related to crime and delinquency; working knowledge of the rules of evidence, arrest laws and custody procedures; 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 social sciences, including sociology, psychology and demography; working knowledge of community resources; working knowledge of employment, training and treatment options available to probationers; working knowledge of firearm safety; skill in the use of firearms where authorized; ability to administer accurate and thorough assessments; ability to understand and follow oral and written instructions; ability to analyze and organize data and prepare records and reports; ability to conduct effective case planning; ability to refer a probationer to the right types of services within the probation department and the broader community; ability to promote and monitor change and take appropriate action to sustain growth or help the probationer initiate appropriate behavioral patterns; ability to establish and maintain effective working relationships with others; ability to counsel probationers regarding social, emotional and vocational problems; ability to understand and interpret complex written technical information including statutes, regulations and operational procedures; ability to communicate effectively both orally and in writing; ability to administer drug and alcohol testing and collect DNA samples as needed; ability to understand and empathize with the needs and concerns of others; ability to maintain composure and make rational judgments under stressful conditions; ability to use a firearm safely and effectively if so authorized.

OPEN COMPETITIVE MINIMUM QUALIFICATIONS:

- A. Satisfactory completion of a Probation Officer 1 traineeship; **OR**
- B. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a graduate degree in social work, social sciences, education, administration, law, criminal justice, or a related field; **OR**
- C. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, with a Bachelor's degree or higher with at least thirty (30) credit hours in the social or behavioral sciences and two (2) years of experience in counseling, law enforcement, juvenile or criminal justice, education, or casework in a probation, law enforcement, juvenile or criminal justice, corrections, community corrections, parole, social services, mental health, social work or other public or private human services agency.

Note: Course work at the graduate degree level in social work, social sciences, education, administration, law, criminal justice, or a related field may be substituted for work experience for a maximum of one (1) year of 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.

PROMOTION QUALIFICATIONS: This position is not filled by promotion.

Special Requirement: Where required, possession of a current driver's license or the ability to otherwise meet the transportation requirements of the position.

Note: **Counseling Experience** involves interviewing individuals and/or families, discussing and evaluating their problems (e.g. drug and alcohol abuse, family conflicts, disabilities) and developing and carrying out plans to resolve problems. Those who perform counseling duties work directly with individuals and/or families on an ongoing basis in order to assist them and monitor and evaluate their progress.

Law Enforcement Experience involves providing for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws and promoting good community relations as a member of a regional state park police or a police force, police department or other organization of a county, city, town, village, housing authority, transit authority or police district.

Education Experience involves teaching a curriculum to students or supervising/administering such a curriculum and those teaching it or experience as a guidance counselor, school or educational counselor or instructional coordinator/curriculum coordinator in a criminal justice or juvenile justice setting.

Casework Experience involves activities directed toward enhancing a client's ability to cope with and solve problems and the referral of clients to supporting resources and services.

Functions include client assessment, problem identification, development, monitoring and revision of a service plan, motivational support, counseling, crisis intervention, referral to social and support services and coordination of services.

Note: Individuals whose duties and responsibilities include the use of a firearm must also complete training pursuant to Criminal Procedure Law Section 2.30(3).

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 Executive Law Section 257(1).

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.