



DATE: October 22, 2025

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

FROM: Juan Figueroa, Sheriff
Ulster County Law Enforcement Center
380 Boulevard, Kingston, NY 12401

JOB VACANCY: Community Corrections Specialist / Permanent/Provisional / Full-Time / Benefited

LOCATION: Sheriff's Building

SALARY: \$38.56/ hour (Grade 17)

FILL DATE: November 13, 2025

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for a variety of duties related to providing and overseeing the provision of counseling, educational, advocacy, and case management services in the community corrections program. The work is carried out in accordance with the policies and procedures established for the program and involves planning and overseeing participant treatment plans; develops aftercare plans; directly providing or coordinating professional services; and serving as a liaison to courts, probation, service providers, and program participants. The class differs from that of Assistant Director of Community Corrections in that the incumbent has less administrative responsibility and more limited programmatic authority. Work is performed under the general supervision of a higher level employee. Technical guidance and training is provided to subordinate employees. Does related work as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of the modern principles and practices of social work; thorough knowledge of the range of human service programs and other community resources related to the needs of a defendant/offender population; good knowledge of functions and procedures of the judicial and correctional systems; good knowledge of the causes, effects and symptoms of chemical dependency; working knowledge of policies, procedures, and practices of the correctional alternatives program; ability to prepare and present written and oral reports; ability to relate to a potentially difficult client population; ability to train others; ability to establish and maintain effective working relationships with public agencies, public officials, program staff, program participants, and the public; good judgment; emotional maturity; tact; courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A. One year of work experience related to or supporting a residential program serving persons involved in the juvenile or criminal justice system which included or is supplemented by one year of work experience providing alternative to incarceration services; AND
- B. Graduation from a regionally accredited or New York State registered college or university with a Masters Degree in Social Work; AND
- C. Current licensure as a Certified Social Worker by the New York State Department of Education.

Special Requirement: At the time of appointment, and through out employment in this title, candidates must possess a valid New York State Driver License.

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 Services 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.