

The Sullivan County Probation Department is seeking to fill the following position:

PROBATION ASSISTANT

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. He/she also assists 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 his/her designee. The incumbent will perform all related duties as required.

MINIMUM QUALIFICATIONS: Either:

- (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, 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

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.

SALARY: ENTRY: \$46,275.00 FULL: \$48,710.00

APPLY ONLINE AT: <https://sullivan-portal.mycivilservice.com/jobopps>

This is a competitive class position subject to Civil Service Examination.

EEO/AA Employer

M/F/D/V