

# Essex County Announces

## A Vacancy for the position of PROBATION AIDE

Essex County does not Discriminate the Handicapped in Employment or the Provision of Services  
Essex County is an Equal Opportunity Employer

For further information contact  
ESSEX COUNTY DEPARTMENT OF PERSONNEL AND CIVIL SERVICE  
Essex County Government Center  
7551 Court Street - P.O. Box 217  
Elizabethtown, New York 12932 Tel: 873-3360  
[www.co.essex.ny.us/jobs.asp](http://www.co.essex.ny.us/jobs.asp)

**VACANCY: ESSEX COUNTY PROBATION DEPARTMENT**

**SALARY: \$16.18 /HR. (Hired After 2009); \$17.98/HR. (Hired Before 2009)**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for performing routine clerical work and/or assists in performing more difficult and responsible clerical work within the Probation Department. The work is primarily of a routine nature and involves the performance of standardized clerical tasks. Although detailed instructions are given for new or difficult assignments and procedures, employees must exercise independent judgment in applying them to specific cases. The work is reviewed by immediate observation, by checking completed work, by periodic or spot checks, by cross checking, or by another step in the clerical process. The incumbent does related work as required.

**MINIMUM QUALIFICATIONS: Either:**

- (a) Graduation from high school or possession of a high school equivalency diploma and one (1) year of clerical experience; or
- (b) Three (3) years of clerical experience; or
- (c) An equivalent combination of training and experience as defined by the limits of (a) and (b).

**LAST DATE TO SUBMIT APPLICATIONS FOR PROVISIONAL APPOINTMENT IS  
JULY 6<sup>TH</sup>, 2021**

QUALIFIED CANDIDATES WILL BE SUBJECT TO A CIVIL SERVICE EXAMINATION TO BE ANNOUNCED AT A LATER DATE. APPLICATIONS WILL BE ACCEPTED UNTIL THE ANNOUNCED CLOSING DATE FOR THE EXAMINATION. PERSONS SEEKING EMPLOYMENT WITH ESSEX COUNTY SHALL BE REQUIRED TO SUBMIT TO DRUG AND ALCOHOL SCREENING/TESTING, PRE-EMPLOYMENT PHYSICAL, AND ADDITIONALLY MAY BE REQUIRED TO SUBMIT TO A FINGERPRINT BACKGROUND CHECK DEPENDING UPON SPECIFIC REQUIREMENTS OF THE POSITION.

06/23/2021