



**Office of Personnel and Civil Service  
Job Announcement  
Please Post Conspicuously**

Michael Mascarenas  
County Manager

Shaun Gilliland  
Chairman of the Board

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**TITLE:** **PROBATION OFFICER I (*Anticipated Vacancy*)**  
(Provisional \* Appointment)

**SALARY:** \$28.54/HR.  
Current employees hired **PRIOR** to 2009, please contact the Personnel Office for rate of pay.

**LOCATION:** Essex County Probation Department, Elizabethtown

**BENEFITS:** Health Insurance, Dental Insurance, Sick, Vacation, and Personal time, NYS Retirement, Life Insurance, Flexible Spending Plan, Paid Holidays, Employee Assistance Program, Employee Premium Enhancement, and 40 Hours work weeks (Monday-Friday).

**JOB SUMMARY:** 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 depositions. 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.

**MINIMUM QUALIFICATIONS:**

- (A) Satisfactory completion of a Probation Officer 1 traineeship, or
- (B) Possession of a graduate degree in social work, social sciences, education, administration, law, criminal justice, or a related field;
- (C) Possession of 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 (1) year of experience.

(OVER)



Essex County Dept. of Personnel & Civil Service  
Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, NY 12932



[essexcountyny.gov/personnel-and-civil-service](http://essexcountyny.gov/personnel-and-civil-service)



518.873.3360

**Essex County is an Equal Opportunity Employer**

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

***Note:*** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**Additional Information:** Qualified candidates will be subject to a Civil Service examination to be announcement at a later date. Applications will be accepted until the closing date for the examination. Persons seeking employment with Essex County shall be required to submit to a drug and alcohol screening/testing, pre-employment physical, and additionally may be required to submit to a fingerprint background check, depending upon the specific requirements of the position.

***\*The term provisional means that you will be required to take the next civil service examination for this title and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.***

**Posting Date:** April 19<sup>th</sup>, 2024

**Application Deadline:** April 29<sup>th</sup>, 2024



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