

PROBATION ASSISTANT

**APPLY BY
MAY 7TH!**

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.

This is a Competitive position. Applicants must meet the stated minimum qualifications. Any appointment would be made on a Provisional basis, pending the future administration of a Civil Service examination.

**FOR MORE INFORMATION FOR THIS
POSITION PLEASE VISIT
PUTNAMCOUNTYNY.COM/PERSONNEL**



**\$47,060-\$56,508
PER YEAR**

FULL-TIME

COMPETITIVE

BENEFITS INCLUDED:

- **Dental insurance**
- **Health insurance**
- **Paid time off**
- **Retirement plan**
- **Vision insurance**

**LOCATION:
PROBATION DEPARTMENT
40 GLENEIDA AVENUE
CARMEL, NY 10512**

**VIEW BACK TO SEE IF
YOU WOULD QUALIFY!**



PROBATION ASSISTANT

MINIMUM QUALIFICATIONS:

- 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, chemical dependency counseling, business administration, or a closely related field or;
- a) 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 or;
- a) An equivalent combination of training and experience as defined by the limits of (a) and (b) above.

PLEASE 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.

SPECIAL REQUIREMENT: Possession of a valid, unrestricted, appropriate level driver's license, and acceptable driving record are required at time of appointment and must be maintained throughout employment.