



Our Future Starts  
With *you!*

**POSITION:** Probation Officer I Trainee (HELPS)

**DEPARTMENT:** Albany County Probation Department

**SALARY :** \$49,086

**WORK HOURS:** 9am—5pm

**BENEFITS:**

- ▶ Paid Time-Off
- ▶ Tuition Reimbursement
- ▶ NYS Retirement
- ▶ Health, Dental, Vision and Hearing
- ▶ Employee Assistance Program

**RESPONSIBILITIES:**

This is a one-year traineeship used to appoint individuals to an entry-level Probation Officer 1, Probation Officer 1 (Other Language) or Probation Officer 1 (Community Liaison) position in a probation department responsible for the investigation, supervision and monitoring of adults and juveniles subject to probation supervision, pre-trial or intake services which require them to meet certain standards of conduct. A Probation Officer 1 Trainee is responsible for participating in a continuous in-service training program regarding the investigative, supervision, counseling and coaching duties and responsibilities of a Probation Officer 1 and, under close and on-going supervision, performs such duties and exercises such responsibilities in a limited nature. A Probation Officer 1 Trainee must also attend and successfully complete a Basic Course for Probation Officer and Fundamentals of Probation Practice Academies.

**MINIMUM QUALIFICATIONS:**

Graduation from a regionally accredited college or university or one accredited by the New York State board of Regents to grant degrees, with a Bachelor's degree or higher with at least thirty (30) credit hours in the social or behavioral sciences.

**SPECIAL REQUIREMENT:** At time of appointment and throughout employment:

1. Possession of a current driver's license or otherwise demonstrated ability to meet the transportation requirements of the position.

**With this application please upload: a Transcript, and Licenses (if required)**

**POINT OF CONTACT FOR INQUIRIES:**

William Connors

William.Connors@albanycountyny.gov

**Candidates will not have to take an exam for this title.** This is a Hiring Emergency Limited Placement (HELP) Program-designated title. The HELP Program is a temporary program designed to help local government employers address current staffing issues. Traditionally, the titles filled under the HELP Program required job candidates to compete in a competitive exam to be considered for employment. For the duration of the program, this title will be classified as non-competitive and categorized as a "HELP Program" position. At the close of the program, this position will revert to competitive class status. Employees occupying positions filled through the HELP Program will be granted competitive class status without the need to participate in a competitive exam.

