



Our Future Starts  
With *you!*

**POSITION:** Probation Officer I Trainee

**DEPARTMENT:** Albany County Probation Department

**SALARY:** \$50,559 then advances to \$58,956 after one year.

**WORK HOURS:** 9am - 5pm

**BENEFITS:**

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

**DESCRIPTION:**

This is a one (1) year traineeship used to appoint individuals to an entry-level Probation Officer I, Probation Officer I (Other Language) or Probation Officer I (Community Liaison) position in a probation department responsible for the care of adults and juveniles subject to probation supervision or intake services which require them to meet certain standards of conduct. A Probation Officer I 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 I and, under close and on-going supervision, performs such duties and exercises such responsibilities in a limited nature. When a Probation Officer I Trainee participates in a traineeship for a Probation Officer I (Other Language) or a Probation Officer I (Community Liaison) position, they are required to satisfy the additional requirements for these positions and be capable to learn the specialized work they perform. Probation Officer I Trainee work is performed under the direct supervision of a probation professional. Upon successful completion of the one-year traineeship the incumbent is appointed to the position of Probation Officer I or specified parenthetical without further examination. A Probation Officer I Trainee 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:**

Graduation from a regionally accredited college with at least a Bachelor's degree with at least thirty (30) credit hours in the social or behavioral sciences.

**SPECIAL REQUIREMENT:**

At time of appointment and throughout employment, 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 license.**

**Note:** This title will be filled on a provisional basis. Selected candidate(s) must sign up for the civil service exam when it is posted, pass and be reachable on the resulting eligible list in order to obtain a permanent appointment.

**POINT OF CONTACT FOR INQUIRIES:**

William Connors

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