



Our Future Starts  
With *you!*

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

**DEPARTMENT:** Albany County Probation Department

**SALARY:** \$58,956

**WORK HOURS:** 9A - 5P

**BENEFITS:**

- ▶ Generous Paid Time-Off
- ▶ Health, Dental, Vision and Hearing
- ▶ NYS Retirement System
- ▶ Tuition Reimbursement
- ▶ Work-Life Balance
- ▶ Public Service Loan Forgiveness

**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 1 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.

**Please submit a transcript and license with this application.**

**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  
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.

