



Department of Human Resources & Civil Service

Job Announcement Please Post Conspicuously

Maggie Brooks
County Executive

Brayton M. Connard, SPHR
Director

TITLE: Probation Officer Trainee – Bilingual (Provisional Appointment*)

SALARY: \$33,272 - \$42,801 annually

LOCATION: Monroe County Department of Public Safety

JOB SUMMARY: This is a trainee-level Probation Officer position for college graduates with a career interest in probation. Employees are required to interpret information and communicate both in Spanish and English. Trainees receive on-the-job training while performing duties of a limited professional nature under close and continuing supervision. Trainee appointments are for a period of two (2) years, following which incumbents receiving satisfactory ratings will be advanced to the title of Probation Officer without further examination. Does related work as required.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State college or university with a Bachelor's degree, including a minimum of thirty (30) semester credit hours in the social or behavioral sciences.

SPECIAL REQUIREMENTS:

Successful completion of basic course for peace officers as certified by the Municipal Police Training Council during the probationary period.

Successful completion of 47-hour Firearms/Weapons Training Course within six months of appointment.

Depending on position duties, candidates for employment with Monroe County Government will be required to pass a pre-employment drug test and physical. Applicants may be required to undergo a state and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

RESIDENCY REQUIREMENT:

Applicant must be a resident of Monroe County at the time of appointment and for at least four (4) months at the time of examination.

Send Civil Service Application to: Monroe County Department of Human Resources
39 W. Main Street – Room 210
Rochester, NY 14614-1471

Posting Deadline: December 23, 2009

*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) on the examination list in order to be eligible for permanent appointment.