Department of Human Resources & Civil Service

Job Announcement
Please Post Conspicuously

Adam J. Bello
County Executive

Andrea M. Guzzetta Zury
Director

TITLE: PROBATION ASSISTANT (HELP Program)

SALARY: $41,198 - $54,254 annually

LOCATION: Monroe County Department of Public Safety
Probation – Community Corrections

HELP PROGRAM:
Hiring for Emergency Limited Placement Program. This program streamlines the appointment process to allow Monroe County to hire diverse, qualified permanent employees quickly and without examinations.

JOB SUMMARY:
This is a paraprofessional position in a probation department. Unlike a Probation Officer, 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-disposition/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 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.

MINIMUM QUALIFICATIONS:
(A) Graduation from a regionally accredited college or university or one accredited by the New York State 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;

(B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience working with the public or private human services agency or a criminal justice or juvenile justice agency or;

(C) An equivalent combination of training and experience as defined by the limits of (a) and (b).

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SPECIAL REQUIREMENTS:
This position is subject to a background check for criminal convictions. Convictions will be considered but will not automatically disqualify the candidate. No criminal background check will occur until after a conditional offer of employment has been made, unless required prior to a conditional offer because of the nature of the position or otherwise required by law.

SPECIAL REQUIREMENTS (CONTINUED):
Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test. Failure to meet the standards may result in disqualification.

If you are appointed, you will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate your capacity to meet the transportation needs of the position.

ADDITIONAL INFORMATION:
Visit: https://www.monroecounty.gov/hr-choosemonroe for more information on our county's generous paid time off, 14 holidays and more.

RESIDENCY REQUIREMENT:
There is no residency requirement for this position. Preference may be given to Monroe County residents

APPLY ONLINE OR SEND CIVIL SERVICE APPLICATION TO:

MONROE COUNTY DEPARTMENT OF HUMAN RESOURCES
39 WEST MAIN STREET - ROOM 210
ROCHESTER, NEW YORK 14614

Posting Date: November 9, 2026

Posting Deadline: Until filled

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

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