



# Department of Human Resources & Civil Service

## Job Announcement Please Post Conspicuously

Adam J. Bello  
County Executive

Andrea M. Guzzetta  
Director

**TITLE:**                   **PROBATION DIRECTOR**

**SALARY:**               \$100,719 - \$139,419 annually

**LOCATION:**             Monroe County Department of Public Safety

### **JOB SUMMARY:**

This is the highest level management position in a Group D probation department. The incumbent is responsible for planning, organizing, directing, coordinating and controlling the activities of the department in a manner which ensures the provision and maintenance of effective probation services in accordance with established laws and regulations. The work is performed under the general oversight of the New York State Division of Criminal Justice Services, Office of Probation and Correctional Alternatives. The incumbent typically reports to the chief executive officer of the jurisdiction. This position differs from that of a Probation Director (Group A, B or C) in that a Probation Director (Group D) is employed in the largest probation departments in the State, serving jurisdictions having a population of 400,000 or more and is jurisdictionally classified as noncompetitive (outside of NYC) pursuant to Executive Law §257(6)(a). In NYC, Executive Law §255 governs classification in accordance with applicable civil service rules. A Probation Director (Group D) is a Peace Officer pursuant to Criminal Procedure Law Section 2.10 and may 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 or university or one accredited by the New York State Board of Regents to grant degrees, with a Bachelor's degree or higher which included or was supplemented by thirty (30) credit hours in the social or behavioral sciences and two (2) years of experience as a Probation Director (Group C), or Deputy Probation Director (Group D), or three (3) years of experience as Probation Director (Group B), Deputy Probation Director (Group C), or Assistant Probation Director (Group D), or four (4) years of experience as a Probation Director (Group A), Deputy Probation Director (Group B) or Probation Supervisor 2/Principal Probation Officer, or equivalent experience in a position in a probation agency.

**NOTE:** Course work at the graduate degree level in social work, law, public administration, criminal justice, sociology, counseling, or related field may be substituted for work experience on a year to year basis for a maximum of one (1) year of experience.

**NOTE:** **Social science** includes areas of study concerned with humans living in relation to other humans in a social environment and such as anthropology, criminal justice, economics, geography, history, political science, psychology and sociology.

**Behavioral science** is a subset of social science characterized by observation of the behavior of living organisms and focused on human social behavior such as psychology, sociology, anthropology, counseling, criminal justice, gerontology, human behavior, social work/social welfare and vocational rehabilitation.

**SPECIAL REQUIREMENTS:**

**NOTE:** The position of Probation Director (Group D) shall be allocated to the non-competitive class as provided for by Executive Law Section 257(6)(a). In NYC, Executive Law Section 255 governs classification in accordance with applicable civil service rules.

**NOTE:** Individuals whose duties and responsibilities include the use of a firearm must also complete training pursuant to Criminal Procedure Law Section 2.30(3).

**NOTE:** The class specifications including the minimum qualifications for positions in Probation.

Departments are established by rule and regulations of the Division of Criminal Justice Services. These class specifications are found in Title 9 NYCRR Part 347, Appendix H-10, Standard Specifications for Professional Probation Positions.

Candidates for employment with Monroe County Government will be required to pass a pre-employment drug test, along with a background investigation. 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.

**RESIDENCY REQUIREMENT:**

Applicant must be a resident of Monroe County at the time of appointment.

**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:** June 2, 2022

**Posting Deadline:** Until Filled