Yates County Office of Civil Service
417 Liberty Street
Penn Yan, NY 14527

VACANCY ANNOUNCEMENT: PROBATION OFFICER

YATES COUNTY IS SEEKING APPLICANTS FOR *PROBATION OFFICER*
TO FILL 1 VACANCY

Type of Appointment: **Position Status:** **Classification:**	Provisional Full Time – 35 hours Competitive	**Rate of Pay:**	$32.31 per hour (2026 Start Rate)
Location: **Department:**	Yates County Probation	**Contract:**	CSEA, Group XII
Vacancy:	1 position currently vacant	**Exam Date:**	To Be Announced
Residency Requirement:	Candidates must be legal residents of Yates, Seneca, Steuben, Schuyler, or Ontario County 30 days prior to appointment.	**Application Fee:**	Not Applicable *(Exam will require a fee)*
Posted:	November 3, 2026	**Application Deadline:**	Applications Accepted Until Filled

PROBATION OFFICER I - JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:
Provides evaluation, investigation, and supervision services for persons within the jurisdiction of the courts, does related work as required.

DISTINGUISHING FEATURES OF THE CLASS:
The duties require the application of modern social work techniques in making evaluations of adults or juveniles and in supervising persons on probation. A Probation Officer is called upon to exercise sound professional judgment in analyzing data and in making recommendations concerning court dispositions. They assist persons on probation and other persons whom the probation agency services. A Probation Officer works under supervision of a higher-ranking professional employee and may help to supervise the work of Probation Assistants, Probation Officer Trainees, or volunteers. A Probation Officer 1 is a Peace Officer pursuant to Criminal Procedure Law Section 2.10. The incumbent will perform all related duties as required. *Appointments to this title are automatically made of Probation Officer Trainees who have satisfactorily completed one year of services.*

TYPICAL WORK ACTIVITIES (Illustrative Only):
- May be assigned to an intake unit to evaluate matters for adjustment at the intake level or to perform supervision of persons in lieu of court action;
- Obtains and analyzes social and legal data and prepares reports in relation to matters pending in the courts concerning persons awaiting disposition of the courts;
- Interprets conditions of sentence to persons placed under probation supervision, supervises such individuals by ascertaining compliance with conditions of probation, and counsels and assists them in problems related to compliance and to the maintenance of lawful behavior in the community;
- Prepares progress reports on persons under supervision and periodically reviews case histories to determine degree of adjustment;
- Prepares violation reports and testifies at delinquency hearings;
- Establishes and maintains contact with other social and law enforcement agencies and cooperates with them in matters of mutual interest;
- Helps to maintain a variety of records utilized by the probation office;
- Assists in supervision of probation officer trainees, probation assistants, and volunteers;
- Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:
Basic knowledge of social sciences, including sociology, psychology and economics;
Basic knowledge of social service programs and other community resources;
Basic knowledge of laws pertaining to probation work and functions and procedures of Family and Criminal courts;
Basic knowledge of factors related to crime and delinquency;
Good judgment in dealing with people;
Ability to understand, interpret and prepare written material;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

a) Graduate degree in social work, social sciences, education, administration, law, criminal justice, or a related field; OR
b) Bachelor's degree or higher with at least thirty (30) credit hours in the social or behavioral sciences AND two (2) years of experience in counseling, law enforcement, juvenile or criminal justice, education, or casework in a probation, law enforcement, juvenile or criminal justice, corrections, community corrections, parole, social services, mental health, social work or other public or private human services agency, or related work; OR
c) An equivalent combination of training and experience as defined by the limits of (a) and (b). *See notes below.*

NOTES:

- Course work at the graduate degree level in social work, social sciences, education, administration, law, criminal justice, or a related field may be substituted for work experience for a maximum of one (1) year of experience.
- Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at http://www.cs.ny.gov/jobseeker/degrees.cfm. You must pay the required evaluation fee.

TRAINING REQUIREMENTS:

Within the first six (6) months of employment, Probation Officers are required to complete a two-week classroom program, Fundamentals of Probation Practice (FPP).

In addition, in accordance with New York State Laws, a Probation Officer is a Peace Officer and must satisfactorily complete training standards prescribed by the New York State Division of Criminal Justice Services, including completion of the Basic Course for Peace Officer Training (BCPO) within the first six (6) months of hire, as well as obtaining 21 hours of approved continuing education annually after the first 12 months of employment.

SPECIAL REQUIREMENT(S):

Possession of a valid New York State Driver's license is required at the time of appointment, and such license must be maintained in good standing throughout the tenure of employment in the position.

BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS: Each candidate will be subject to a thorough background investigation. Applicants may be required to authorize access to educational, financial, employment, criminal history, mental health records or other records. Conviction of a felony will bar appointment. Conviction of a misdemeanor or other offense is subject to evaluation and may bar appointment. Additional investigations may include but are not limited to questionnaires, interviews and background checks of any nature. At the discretion of the employing law enforcement agency, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to fingerprinting, polygraph and psychological testing. Drug testing is included in the required medical exam. Failure to meet the standards for any screenings may result in disqualification.

EEOE / DISCLAIMER:

Yates County is an Equal Employment Opportunity Employer. Yates County does not unlawfully discriminate in employment because of age, race, creed, color, national origin, sex, sexual orientation, disability, marital status, arrest and/or criminal conviction record unless based on a bona fide occupational qualification or other exception, genetic predisposition, or domestic violence victim status.

The Yates County Personnel Office is responsible for job titles for all public employment positions within Yates County, excluding NYS Department of Education positions. There are numerous job titles that are shared between all of our appointing authorities. **Exam announcements** that are distributed for a job title you have within your workforce does not automatically mean that position is vacant, will become vacant or is currently being recruited for. It is the Personnel Officer's responsibility to be prepared for anticipated job vacancies, therefore, exams may be given in anticipation of upcoming retirements, promotions, etc. Requests to order exams may be submitted by appointing authorities as well.

The majority of all Civil Service exams are scheduled by NYS Civil Service. Some exams, for example, are only given every 4 years, so it is in our best interest to give such exams when offered in order to be prepared. If a position is vacant or will become vacant, a **Vacancy Announcement** will be distributed and, on that announcement, it includes the work location along with other pertinent details pertaining to the location for which the vacancy will occur. **Exam Announcements are different from Vacancy Announcements and should not be misconstrued as being an advertisement for an open position.**