



Human Resources
Personnel • Civil Service • Employee Benefits

MONTGOMERY
COUNTY_{NY}
Made of Something Stronger

Nicole Yaggle
Personnel Officer

COMMUNITY SERVICE PROGRAM COORDINATOR-PROVISIONAL

SALARY: \$42,740

DEPARTMENT: PROBATION

LAST FILE DATE: 8/07/2026

DISTINGUISHING FEATURES OF THE CLASS: This position involves responsibility for the administration, coordination, and supervision of community service sentencing options that serve as an additional sentencing alternative that can be used to increase the likelihood of a fair and appropriate penalty. The work is performed under the general supervision of the Director of Probation. Wide leeway is allowed for the exercise of independent judgment in carrying out the details of the work. Direct supervision is exercised over the work of subordinate staff. The incumbent does related work as required.

RESIDENCY REQUIREMENT: Applicants must be a legal resident of Montgomery County or a Contiguous County.

Please provide a copy of your driver's license (front and back) for proof of residency.

PLEASE ATTACH ALL REQUIRED LICENSES, TRANSCRIPTS/DIPLOMAS, CERTIFICATIONS, AND/OR DOCUMENTS LISTED BELOW WITH YOUR APPLICATION TO VERIFY ALL CREDENTIALS

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with an associate's degree or higher and two (2) years of paid full-time or its part-time equivalent experience in probation, criminal justice, community corrections, human services, social services, youth services, employment and training, case management, rehabilitation services, or community program administration, one (1) year of which must have included supervisory or lead-worker responsibility; or
- B. Graduation from high school or possession of a high school equivalency diploma and four (4) years of paid full-time or its part-time equivalent experience as described in (A), one (1) year of which must have included supervisory or lead-worker responsibility; or
- C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

SPECIAL REQUIRMENT FOR ACCEPTANCE OF APPLICATIONS: Possession of a clean and unrestricted valid New York State Driver's License at time of appointment and maintained throughout the course of employment.

****Provisional Appointment pending successful completion of the civil service exam and being reachable on the list****

Applications are available online at: www.co.montgomery.ny.us Completed applications must be received by the last file date.