



NEW JERSEY COURTS
invites applications for the position of:

Probation Officer

SALARY: See Position Description

OPENING DATE: 04/03/17

CLOSING DATE: 04/24/17 11:59 PM

LOCATION: Morris/Sussex Vicinage (Morris County), Washington & Court Streets, Morristown

DESCRIPTION:

Salary Information*

Minimum Salary: \$44,914.80

Maximum Salary A: \$76,395.30

Maximum Salary B: \$73,339.49

The Morris/Sussex Vicinage is currently seeking individuals with excellent interpersonal, customer service, reasoning and technical competence skills. The selected candidates should be dedicated to the policies and procedures of the organization. Under the general direction of a Court Executive 1b and the direct supervision of a Court Services Supervisor, the successful candidates will monitor and enforce conditions of court orders; identify clients/customers case management needs; inform clients/customers about available services; coordinate services for customers/client; monitor case flow and treatment plans and consult with treatment team; consult with judges regarding case status and case issues; analyze case histories; maintain data so that statistics may be generated as needed; confer with team members regarding management of cases; prepare cases for hearings; interview complainants; write case notes; assign cases to appropriate track; analyze and screen cases in accordance with existing laws, regulations or professional practices, and perform other duties as assigned.

*****Note: Although this position is based in the Morris County Courthouse (Morristown, NJ), travel to the Sussex County Judicial Center (Newton, NJ) and other Judiciary location is required.*****

QUALIFICATIONS:

***** Advancements *****

Open to **Vicinage 10 Employees** who have an aggregate of one year of permanent service in the career (classified) service title(s) of:

- **Investigator**
- **Investigator Bilingual**

Education: Graduation from an accredited college or university with a Bachelor's Degree in the Behavioral or Social Sciences.

Substitution: A Bachelor's Degree in any area, which includes or is supplemented by twenty-four (24)

credit hours in the Behavioral or Social Sciences, may be substituted for the required education.

***** Lateral Reassignment *****

Open to **Judiciary employees** who are currently holding the permanent title of:

- **Probation Officer**
- **Probation Officer Bilingual**

***** Probation Officer Non-Competitive (PONC) *****

Education: Graduation from an accredited college or university with a Bachelor's Degree in the Behavioral or Social Sciences.

NOTE: Applicants must be on the current PONC list. Please do not apply if you have not been contacted to do so.

Substitution: A Bachelor's Degree in any area, which includes or is supplemented by twenty-four (24) credit hours in the Behavioral or Social Sciences, may be substituted for the required education.

Note: Key entry-level professional positions will be filled as they become available in the Criminal, Family and Probation Divisions. Selected candidates may be assigned to any of these divisions.

Veterans Status: Are you a veteran? If so, please indicate this information in your cover letter and/or resume. For information on Veteran's Preference, please visit the NJ Department of Military and Veteran's Affairs website at <http://www.state.nj.us/military/veterans/preference>.

SUPPLEMENTAL INFORMATION:

Driver's License: Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle is necessary to perform essential duties of the position.

Authorization to Work: US citizenship is not required. Selected candidate must be authorized to work in the US according to Department of Homeland Security, US Citizenship and Immigration Services regulations.

Special Note: Newly hired employees must agree to a thorough background check that will include fingerprinting. All data received will be kept in strict confidence except to inform the individual of the findings and what action will be taken as a result of this information.

Residency Law: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all persons newly hired by the Judiciary must establish, and then maintain, principal residence in the State of New Jersey.

Terms and conditions of employment will be governed by the applicable collective bargaining agreement.

***Minimum Salary Note:** For newly hired individuals, the starting salary will normally be at the minimum of the salary range. For current Judiciary employees, salary upon promotion or advancement will be an increase of 5% of base salary, not to exceed the maximum of the range, or the minimum salary of the band/level, whichever is greater.

***Maximum Salary Note:** Maximum Salary A is for Judiciary employees hired prior to October 31, 2015 and Maximum Salary B is for newly hired individuals or Judiciary employees hired on or after October 31, 2015.

The NJ Judiciary requires all applicants to complete the application process fully and as instructed. All applicants must complete the work experience and education sections, provide three references and attach any required documents. Applications must describe all relevant work experience in detail, beginning with your current or most recent job. Include military service (indicate rank), internships and

job-related volunteer work, if applicable. Use a separate section to describe each position or gap in employment. Applicants who enter their initials to verify that they do not possess any education history or work experience in lieu of a completed application will not be considered, unless you do not possess any education history or work experience. If you have not fully completed the application or followed the application instructions, return to your application and update any incomplete or missing information before submitting. Only applicants that follow the application instructions and submit completed applications will be considered.

The New Jersey Judiciary consists of: the Supreme Court, the Superior Court including the Appellate Division and the Trial Court of the 15 vicinages in New Jersey, the Tax Court and the Municipal Court System. The Administrative Office of the Courts provides technical assistance, operational support, training, research and development, budget and personnel coordination, and development and operation of information systems for the Courts of New Jersey.

**The Judiciary of New Jersey is an Equal Opportunity/Affirmative Action
Employer Committed to Ensuring an Open Door to Justice**

NeoGov applicant support at 1-855-524-5627 (toll free call)
Monday through Friday, 8:00 AM to 5:00 PM Pacific Standard Time (PST)

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.judiciary.state.nj.us>

Position #2017 -00990
PROBATION OFFICER
BM

See Above
Various Counties, NJ US
