

St. Lawrence County Government
Position Advertisement Form

St. Lawrence County Probation Department is in search of:

SPECIAL PROGRAMS COORDINATOR

Salary: \$58,992 with excellent benefits as described below.

Benefits: Generous vacation and sick time allowance, Public Service Loan Forgiveness eligibility and the option to enroll in the St. Lawrence County's health insurance or opt out of the insurance and receive a buyout in the amount of \$2,000 for single coverage or \$4,000 for family.

Duties of the position: These duties involve responsibility for planning and administering the County Special Traffic Options Programs Driving While Intoxicated (STOP DWI), the Traffic Safety Program (grant funded), the ignition interlock supervision for conditional discharge cases, Victim Impact Program, and Disability Parking Education. The incumbent coordinates efforts of county and local police and court agencies and community organizations in attempting to reduce alcohol-related injuries and fatalities by improving law enforcement and adjudication, and promoting traffic safety education and driver rehabilitation following program guidelines. The work is performed under the general direction of the Probation Department Director in accordance with policies and procedures approved by the County STOP-DWI Committee, County Legislature and the State Commissioner of Motor Vehicles. The incumbent does related work as required.

MINIMUM QUALIFICATIONS:

- A) Possession of a Bachelor's Degree **AND** two (2) years of alcohol or drug abuse counseling experience or in administering driving training programs, or in traffic safety law enforcement, or in the judicial system dealing with the problems of drinking and driving; **OR**
- B) Possession of an Associates' Degree **AND** four (4) years of experience as defined in (A) above; **OR**
- C) Six (6) years of experience as defined in (A) above; **OR**
- D) An equivalent combination of training and experience as defined by the limits of (A), (B) and (C) above.

NOTE: Possession of a Master's Degree from a regionally accredited or New York State registered college or university may be substituted for one (1) year of required 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 of 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.

Additional Employment Information: This is a provisional appointment. The successful applicant will need to take a civil service examination and score within the top three interested candidates in order to be permanently appointed.

Applications accepted until 07/28/2025. You can apply online at <https://stlaw-portal.mycivilservice.com>.

Applications can also be obtained from the St. Lawrence County's website,
<https://stlawco.gov/Departments/HumanResources> or by contacting Human Resources

(315)379-2210.

Send application to:

St. Lawrence County Human Resources Office
48 Court Street
Canton, NY 13617
AA/EEO

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