



SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

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Lorry Johnson
Personnel Officer

Schuyler County Probation Department Probation Officer/Probation Officer Trainee— Exam #67765

Exam Date: June 23, 2018

LAST DATE TO FILE: 5/4/2018 by 4:30pm

SALARY: \$21.68/hr – Probation Officer; \$20.30/hr – Probation Officer Trainee

EXAM FEE: \$15.00 non-refundable application fee must accompany application, payable by cash, money order, or check made payable to the Schuyler County Treasurer. Please write the name and number of the examination on the check. Details concerning waiver of application fee are found in the “General Instructions.”

VACANCY: At the present time, there are no vacancies in this title. A single eligible list will be established as a result of this examination. Candidates who are successful in this examination and possess the minimum qualifications for Probation Officer will be certified for appointment as a Probation Officer. Those candidates who are successful on this examination and possess the minimum qualifications for Probation Officer Trainee will be certified for appointment as Probation Officer Trainee. Persons appointed at the trainee level will be promoted to the position of Probation Officer without further examination upon satisfactory completion of a one-year traineeship. Probation Officer eligibles will have their name certified for appointment before those eligible for Probation Officer Trainee. If candidates originally placed on the eligible list as a Probation Officer Trainee acquire the training or experience necessary to meet the minimum qualifications for Probation officer during the life of the list, they may submit a new application and may then be certified as Probation Officer.

RESIDENCY REQUIREMENT: Candidates must have been **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of the written examination. Preference in appointment may be given to a resident of the jurisdiction for which there is a vacancy.

JOB DESCRIPTION:

Probation Officer: This is the beginning position at the professional level in probation work. The incumbent provides evaluation, investigation and supervision services for persons within the jurisdiction of the courts. 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. He/she assists 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. He/she refers clients (or dependents) to community agencies for specialized evaluations and treatments. He/she monitors clients' compliance with terms and conditions of probation, and returns cases to court when it appears that clients have violated condition(s) of probation or been convicted of a new offense. Appointments to this title are automatically made of probation officer trainees who have satisfactorily completed one year of service. Does related work as required.

Probation Officer Trainee: This is a trainee level position used to recruit college students with a career interest in probation to the probation field. The employee performs varied duties related to investigation and supervision in a local probation agency while participating in a continuous in-service training program. Trainees receive on-the-job training while performing duties of a limited professional nature under close and continuing supervision; does related work as required. Trainee appointments are for a period of one year, following which incumbents receiving satisfactory ratings will be advanced to the title of probation officer without further examination.

MINIMUM QUALIFICATIONS:

Probation Officer:

- A. Masters degree in social work, education, administration, law, sociology, psychology, criminology, or a related field; or
- B. Bachelor's degree and two years experience in counseling or casework in a recognized agency adhering to acceptable standards in probation, parole, social services, psychiatric or medical social work, or related work; or
- C. Appropriate combination of training and experience as described in (A) and (B).

Probation Officer Trainee:

Possession of a Bachelor's degree from a regionally accredited college or university, or one accredited by the New York State Board of Regents, with at least thirty (30) credit hours in the social or behavioral sciences.**

****The social sciences are those sciences concerned with humans living in relation to other humans in a social environment and include course study in Criminal Justice, Psychology, Sociology, Anthropology, Economics, History, Political Science, and Geography. Education is NOT included among social sciences. Behavioral science is a sub-set of social sciences including Psychology, Sociology, and Anthropology.**

SPECIAL REQUIREMENTS:

Candidates who pass the written test will be subject to an extensive background and criminal history check by the Department. Candidates who pass the written test and a background and criminal history check may be given a conditional offer of employment and will be scheduled to take a required psychological examination and receive an acceptable recommendation for employment. Candidates offered employment must be willing to submit to a criminal history check by both the Division of Criminal Justice Systems (DCJS) and The Federal Bureau of Investigations (FBI).

ANTICIPATED ELIGIBILITY: *Candidates who expect to complete the educational requirement by June 30, 2018, will be eligible to take this examination. If successful on the examination, you will not be certified for appointment until you have submitted proof of completion of the requirements to Schuyler County Civil Service. Proof must be submitted by July 15, 2018, or your name will be removed from the eligible list.*

SUBJECT OF EXAMINATION: Use of calculators is ALLOWED

A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. Principles and practices of offender counseling and supervision

These questions test for the knowledge and application of principles and practices of offender counseling and supervision in a law enforcement setting. Questions present situations typically encountered while establishing and maintaining working relationships with offenders, such as obtaining information from offenders, exploring offenders' social, psychological, or legal problems, and supervising offender rehabilitation.

Candidates will be required to choose the best analysis of, solution to, or approach for handling the problem described. Specific knowledge of laws, rules, regulations, or procedures regarding offender counseling and supervision is not required to answer these questions.

2. Preparing written material

These questions test for the ability to write the kinds of reports and correspondence required in criminal justice settings such as probation and parole. Some questions test for the ability to present information clearly and accurately. Others test for the ability to organize paragraphs logically and comprehensibly.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: www.cs.ny.gov/testing/localtestguides.cfm

Applications and announcements are available at www.schuylercounty.us or the Schuyler County Civil Service Office 105 Ninth St., Unit 21, Watkins Glen, NY 14891 (607) 535-8190
Schuyler County...An Equal Opportunity/Affirmative Action Employer

Issue Date: April 4, 2018

SCHUYLER COUNTY CIVIL SERVICE—GENERAL INSTRUCTIONS FOR EXAMINATIONS

Application: An original application must be filed for each separate examination. Applications must be received in the office by 4:30pm on the “Last Filing Date” to be considered for this examination. We do not make formal acknowledgement of the receipt of an application or take responsibility for non-delivery or postal delay. Submission of a resume does not relieve you of the responsibility for completing all sections of the application. Answer every question; incomplete applications will be disapproved. Be sure to read the detailed announcement to determine whether or not you meet the announced requirements. No fee refund will be made to applicants who are disqualified or fail to appear for the examination. Notify this office if your address changes after applying as no attempt will be made to locate candidates who have moved. Download application and forms at web site www.schuylercounty.us.

Education: A copy of your diploma should be submitted if you qualify by possession of a degree. Transcripts should be submitted whenever the qualifications require a specific college major or specified number of credits.

Application Fee Waiver: A waiver of examination fee will be allowed if you are unemployed and primarily responsible for the support of a household or if you are eligible for Medicaid, receiving Supplemental Security Income payments, Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance), or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete an “Application Fee Waiver Request and Certification” form and submit it with your application.

Application Review: Disqualified candidates will receive a letter and will have the opportunity to submit facts in opposition to disqualification. Approved candidates will receive an admission letter a week before the date of the exam telling when and where to appear for the examination. If you do not receive a letter within five days of the examination, call Civil Service at 607-535-8190. Falsification or material misstatements of any part of the application may result in disqualification from the exam or from permanent competitive appointment. Statements on the application may be verified after the examination is held. At that time those candidates not meeting the requirements will be disqualified.

Residency: Candidates must be legal residents of Schuyler County or one of the contiguous counties (Yates, Seneca, Steuben, Chemung, or Tompkins) for at least one month immediately preceding the examination date. For some examinations, residency may be waived. Under Section 23-4a of Civil Service Law, a municipality may request a certification of eligible candidates who have been residents of that municipality for at least one month prior to certification.

Multiple Examinations: Qualified candidates may take a combination of examinations being given on the same date. The time limit for any combination or series of examinations cannot exceed eight (8) hours.

Crossfiling - Multiple Examinations Scheduled For The Same Day: If you have applied for any other civil service examinations to be given on the same test date by New York State or any other local government jurisdiction, you must notify Schuyler County Civil Service of your intent to take both a State and local government examination. When taking both a State and local government examination you will be required to take all your examinations at a State examination center. You will be advised by letter when and where to report for your examination. (2) If you have applied for examination with another local civil service agency, submit a crossfiling form with each agency to make arrangements no later than two weeks before the date of the examinations; indicate the test site at which you wish to take your examination.

Calculators: Unless otherwise notified, candidates are permitted to use a quiet hand-held, solar or battery powered calculator. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited. No headphones, books or other reference materials are allowed.

Eligible Lists: Unless otherwise noted, the final rank order of the eligible list established as a result of this exam will be determined on the basis of the scores received on the written test, plus veterans and seniority credits where appropriate. The resulting eligible list for this examination will not be less than one year but no more than four years. Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Rating: This examination is announced and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of exams will apply to this examination.

Veterans/Military: Veterans or disabled veterans who wish to claim additional credit must submit a copy of their DD-214 and supporting paperwork before the eligible list is established. The requirements set by NYS for these credits must be met. Military Service members on active duty on the exam date may request a military make-up examination.

Children of Firefighters and Police Officers Killed in the Line of Duty: In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. You must inform this office when you submit your application and must also submit documentation before the eligible list is established.

Alternate Test Date for Religious Observers: Most tests are held on Saturdays. If the test date conflicts with a religious observance or practice, check the box on the application. Arrangements will be made for an alternate test date, usually the following Monday.

Disabled Persons: If special accommodations for testing are required, please indicate in writing the disability and desired conditions necessary to accommodate your disability by the last filing date of the exam.

Background Investigation: Candidates may be required to pass a pre-employment drug test and/or undergo a State and national criminal history background investigation, including a fingerprint check, to determine suitability for appointment.

This examination may be rescheduled if there is a weather emergency. Listen to radio station WFLR for information