



HUMAN RESOURCES DEPARTMENT
46 EAST BRIDGE STREET
OSWEGO, NEW YORK 13126
PHONE: (315) 349-8209 ♦ FAX: (315) 349-8254
oswegocounty.com/humanresources

EXAMINATION ANNOUNCEMENT

PROBATION OFFICER PROBATION OFFICER TRAINEE

EXAMINATION NUMBER: 68629 (Open to the Public)
EXAMINATION DATE: Saturday, June 25, 2016
LAST FILING DATE: Wednesday, May 18, 2016 (Applications will **NOT** be accepted after this date)
EXAM FEE: \$20.00 (**CHECK OR MONEY ORDER ONLY**) (**FEE IS NON-REFUNDABLE**)

PAY RATE: Probation Officer - \$22.43 per hour.
Probation Officer Trainee - \$20.78 per hour.

JOB DESCRIPTION (PROBATION OFFICER): This professional position involves responsibility for providing evaluation, investigation, and supervision services for persons within the jurisdiction of the courts. The position requires the application of social work techniques in evaluating 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. Officer assists persons on probation and other persons whom the Probation Department services. A Probation Officer works under the general supervision of a higher-level professional employee. The incumbent does related work as required.

JOB DESCRIPTION (PROBATION OFFICER TRAINEE): This entry-level professional position performs varied duties in the County Probation Department related to investigation and supervision of persons within the jurisdiction of the courts. Employee participates in a continuous in-service training program within the Probation Department. The trainee level is used to recruit college graduates with a career interest in probation. Trainees receive on-the-job training while performing professional duties of a limited nature under close and continuing supervision. Trainee appointments are for a period of one year, following which permanent incumbents receiving satisfactory performance ratings will be advanced to the title of Probation Officer without further examination. The incumbent does related work as required.

RESIDENCY REQUIREMENTS: Candidates must be legal residents of Oswego County for a minimum of four (4) months immediately preceding the date of the exam.

ANTICIPATED ELIGIBILITY: Candidates who expect to complete the educational requirement by May 31, 2016 may be admitted to the exam conditionally. If successful on the exam, your name will not be certified for appointment until you have submitted proof of completion of the requirement to the Oswego County Human Resources Department. Failure to submit proof will result in removal of your name from the eligible list.

****TRANSCRIPTS REQUIRED:** Please attach a verifiable copy of your college transcript.

NOTE: ALL CANDIDATES FOR THIS EXAM MUST POSSESS A BACHELOR'S DEGREE.

PROBATION OFFICER MINIMUM QUALIFICATIONS:

Education, specialized background, training and experience.

- A. Possession of a master's degree from a regionally accredited or NYS registered college or university in social work, education administration, law, sociology, psychology, criminology, or a closely related field;
OR
- B. Graduation from a regionally accredited or NYS registered college or university with a bachelor's degree and two (2) years of 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. An equivalent combination of training and experience as defined by the limits of "A" and "B" above.

PROBATION OFFICER TRAINEE MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or NYS registered college or university with a bachelor's degree including at least 30 credit hours in the social or behavioral sciences.

NOTE: The social sciences are those sciences concerned with humans living in relation to other humans in a social environment and includes course study in psychology, sociology, anthropology, economics, history, political science, criminal justice, public justice, or geography. Education is NOT included among the social sciences. Behavioral science is a sub-set of social sciences and additionally includes counseling, gerontology, human behavior, social work, and vocational rehabilitation.

NOTE: Unless otherwise noted, experience credited towards meeting the minimum qualifications must be paid work experience. Volunteer experience will only be credited if specified on the exam announcement.

SPECIAL REQUIREMENTS: Possession of a valid New York State driver's license appropriate to the vehicles operated or otherwise demonstrate their ability to meet the transportation needs of the position. The job may involve extensive travel to all parts of the County and occasionally to other parts of NYS. May be required to work non-traditional hours to perform assigned duties of the position.

At the discretion of the Probation Director, employees authorized to carry a firearm when performing assigned duties will be required to complete additional weapons and firearms training as prescribed by the Probation Director.

NEW YORK STATE REQUIREMENTS: The class specifications for professional probation positions are mandated under NYS Office of Probation and Correctional Alternatives (OPCA), Appendix H-10 of the General Rules, Regulations and Procedures and have the force and effect of law. Within the first six months of employment, probation officers are required to complete a two week (70 hour) classroom program: the Fundamentals of Probation Practice.

In NYS, all probation officers are peace officers. Peace Officer training requires a week of basic training and a week of firearms qualification to be completed within the first year of employment.

LIST CERTIFICATION: 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 eligible for Probation Officer Trainee will be certified at the trainee level. Persons appointed at the trainee level will be advanced to Probation Officer without further examination upon satisfactory completion of the one-year traineeship. Probation Officer eligibles will have their names 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 a Probation Officer.

SCOPE OF THE WRITTEN EXAM: 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.

Use of a calculator is **ALLOWED** for this exam.

TEST GUIDE: The New York State Department of Civil Service has published a Probation Officer / Probation Officer Trainee Series Test Guide intended for candidate preparation use for this particular examination. This Test Guide contains important test related information as well as sample questions similar to the questions that will be used in this written test.

The New York State Department of Civil Service is making a copy of this Test Guide and other related information available on its Website at <http://www.cs.ny.gov/testing/localtestguides.cfm>. In addition, a copy of this Test Guide is available upon request from the Oswego County Human Resources Department or may be downloaded from the web at <http://www.oswegocounty.com/humanresources/studyguides.html>.

PUBLIC SERVICE LOAN FORGIVENESS: College graduates with student loans may be eligible to have part of their loan paid for after being employed in a full-time position at Oswego County. Additional information is available at <https://studentaid.ed.gov/sa/sites/default/files/public-service-loan-forgiveness.pdf>.

EXAM FEES: A non-refundable fee of \$20.00 is required for each separate examination for which you apply. The required fee must accompany your application. Please refer to the "Application for Exam or Employment" for information about fee waiver. Write the name of the exam(s) on your check or money order **payable to Oswego County** and submit the check or money order with your application. **Cash will not be accepted.** A \$20.00 charge will be imposed on checks returned for insufficient funds. You are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified. No refunds will be made to applicants who are disqualified, fail to appear, or if application is received after the last file date.

MULTIPLE EXAMS SCHEDULED FOR THE SAME DAY (CROSS-FILING):

- If you have applied to take exam(s) announced by another jurisdiction (county, city, state) scheduled on the same day as this exam, you must make arrangements (no later than two weeks before the date of the exam) to take all exams at one test site.
- If you have applied for both State and Local (county/city) government examinations, you must take all your examinations at the State examination center. You must notify the local government civil service agencies with whom you have filed an application of your intent to take both a State and Local exam on the same day. You will be advised by letter when and where to report for your examinations. You must bring all admission letters for all exams with you to the State site.

- If you have applied for multiple Local exams you must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination. For Oswego County examinations complete a “[Cross Filer Notification](http://www.oswegocounty.com/humanresources/forms.html)” form, available at the Oswego County Human Resources Department or online at <http://www.oswegocounty.com/humanresources/forms.html>, and send to Oswego County Human Resources Department, 46 East Bridge Street, Oswego, NY 13126 or FAX to (315) 349-8254 or call (315) 349-8209. **If you are taking multiple exams on the same date with the Oswego County Human Resources Department only, you do not have to file a cross filer form.**

APPLICATION DEADLINE POLICY: Application/exam fee must be submitted to the Oswego County Human Resources Department before the close of business at 5:00 p.m. on the last file date listed on the Examination Announcement. Applications received via U.S. Mail will be accepted only if postmarked on or before the last file date. Applications that are received through inter-office mail, e-mail, or via facsimile must be received before the close of business at 5:00 p.m. on the last file date or they will not be accepted.

OSWEGO COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER.

ISSUED: April 12, 2016
Carol N. Alnutt
Director of Human Resources

GENERAL INSTRUCTIONS

1. Applications and additional information can be obtained at the Human Resources Department, Oswego County Office Building, 46 East Bridge Street, Oswego, New York 13126, or by calling (315) 349-8209, or on the web at <http://www.oswegocounty.com/humanresources>.
2. Applications postmarked after midnight of the **Last Filing Date** will not be considered eligible for this examination.
3. Falsification of any part of the "Application for Employment" will result in disqualification and possible legal action. Inquiries may be made as to character and ability and all statements made by candidates are subject to verification.
4. Applicants must answer every question on the application form. Incomplete applications will be disapproved.
5. Accepted candidates will be notified when and where to appear for exam. None will be admitted to the examination without the official admission notice. If an application is rejected, due notice will be sent. The department does **not** make formal acknowledgment of the receipt of an application.
6. If you have not received your notice to appear for the exam three days before the exam date, call (315) 349-8209.
7. If special arrangements for testing are required (i.e. religious observance, disability), submit written request describing your needs with the application form.
8. Unless otherwise noted, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are prohibited.
9. Active service members, veterans or disabled veterans desiring to claim additional credit may submit an "Application for Veteran's Credit" prior to the establishment of the eligible list. Forms are available upon request at the Human Resources Department.
10. Military Service members on active duty on the exam date may request a military makeup exam by calling (315) 349-8209. Members on active duty or discharged during the exam filing period may apply for the exam up to ten days before the exam date.
11. Per Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty are entitled to receive ten additional credits on an exam which may result in an original appointment in the municipality where the deceased parent served. Candidates eligible for additional credit should indicate this on their exam application.
12. Candidates who fail the examination, or who fail to appear for the examination as scheduled, will be eliminated from further consideration.
13. Under specific circumstances an alternate test date may be arranged in accordance with established policy. Your request and verifiable documentation should be submitted at least one week prior to the test date or in case of an emergency no later than 5:00 p.m. on the next business day following the test.
14. This examination is being prepared and rated by the New York State Department of Civil Service 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.
15. Unless otherwise specified, the final rank order of the eligible list established as a result of the exam will be determined on the basis of the scores received on the written test, plus veterans and seniority credits where appropriate.
16. The eligible list will remain in force for at least one (1) year and may be extended by the Director of Human Resources for a maximum of four (4) years. Changing conditions may make it necessary to certify future vacancies at higher or lower salaries than those announced.
17. Special Requirement for Appointment in School Districts and BOCES: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.
18. In accordance with the Child Abuse Prevention Act of 1985, candidates for appointment to Oswego County government positions which involve regular and substantial contact with children will be required to complete a State Central Register of Child Abuse and Maltreatment clearance form. Failure to complete this form may result in decertification of your name from this eligible list for appointments in Oswego County.
19. Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.