

# TOMPKINS COUNTY CIVIL SERVICE EXAMINATION

## Inclusion Through Diversity



## OPEN TO THE PUBLIC

Tompkins County Department of Human Resources Office  
125 E. Court Street  
Ithaca, NY 14850  
(607) 274-5526

**Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply**

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**TITLE:** Probation Officer / Probation Officer Trainee

**EXAM NO:** 67346

**SALARY:** \$24.93 to \$27.08 for Trainee. \$26.80 to \$29.10 for Officers. Employee automatically moves from the hire rate to working rate after serving a nine-month training period.

**LOCATION:** Department of Probation and Community Justice

**TYPE OF EMPLOYMENT:** Full-time

**EXAM DATE:** 06/23/18

**ISSUE DATE:** 04/20/18

**THE FINAL DATE TO FILE APPLICATIONS:** 05/18/18

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 06/24/18

**RESIDENCY WAIVED**

**THE USE OF A QUIET HAND-HELD CALUCLATOR IS ALLOWED FOR THIS EXAMINATION. YOU WILL NOT BE ALLOWED TO USE THE CALCULATOR APP ON YOUR CELL PHONE.**

### **LOCATION OF POSITIONS/VACANCIES:**

There are currently no vacancies in the title of Probation Officer or Trainee in the Department of Probation and Community Justice. However, the eligible list resulting from this examination will be used to fill any full-time, part-time or temporary vacancies that may occur during the life of the eligible list. Candidates should be aware that preference in appointment must first be given to Probation Officer qualified candidates. Trainee eligible candidates can convert their Trainee status to Officer status by notifying Tompkins County upon completion of an appropriate number of years of service as defined in the minimum qualifications for Probation Officer as listed below. It is the candidate's responsibility to let us know when you are Probation Officer eligible.

### **MINIMUM NECESSARY TO QUALIFY AS A PROBATION OFFICER:**

- (a) At the time of examination, the applicant must have graduated from a regionally accredited or New York State registered college or university with a Masters Degree in sociology, psychology, social work, education, administration, law, criminology, or a related field; **OR**
- (b) At the time of examination, the applicant must have graduated from a regionally accredited or New York State registered college or university with a Bachelors Degree **AND** possess at least two years of full-time paid (or the equivalent part-time and/or volunteer) 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) Any combination of training and experience equal to or greater than that described in (a) and (b) above.

**MINIMUM NECESSARY TO QUALIFY AS A TRAINEE:**

At the time of examination, the applicant must have graduated from a regionally accredited or New York State registered four year college with a Bachelors Degree with at least thirty (30) credit hours in the social or behavioral sciences.

**ADDITIONAL REQUIREMENT - OFFICER OR TRAINEE:** The candidate must possess a valid New York State driver's license at the time of appointment and maintain such license for the duration of employment.

**NOTE:**

If a candidate originally placed on the eligible list as a Probation Officer Trainee acquires the education and/or experience necessary to meet the minimum qualifications for Probation Officer at any point during the life of the list, they may submit a new application and if that application demonstrates, to the satisfaction of the Commissioner of Personnel, that they now meet the Probation Officer qualifications, the candidate may be coded as Probation Officer eligible and certified for consideration as a Probation Officer. Lists are normally established for one year but may be extended up to four years.

**PROBATION OFFICER - DISTINGUISHING FEATURES OF THE CLASS:**

This is the beginning position at the professional level in probation work. The incumbent will provide evaluation, investigation, and supervision services for persons within the jurisdiction of the courts. The duties require the application of modern social work techniques in performing intake 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 the general supervision of a higher-ranking professional employee and may help to supervise the work of probation assistants and probation officer trainees. The incumbent will perform all related duties as required. Appointments to this title are automatically made of probation officer trainees who have satisfactorily completed one year of service.

**PROBATION OFFICER TRAINEE - DISTINGUISHING FEATURES OF THE CLASS:**

A Probation Officer Trainee performs various duties related to intake, investigation and supervision in a local probation agency while participating in a continuous in-service training program. The trainee level is used to recruit to the probation field college graduates with a career interest in probation. Trainees receive on-the-job training while performing duties of a limited professional nature under close and continuing supervision. 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. Supervision of others is not generally a function of this class. The incumbent will perform all related duties as required.

**TYPICAL WORK ACTIVITIES:**

- Completes risk and needs assessments as required by departmental policy;
- Makes home and other community contacts to determine adherence to conditions of probation;
- May be assigned to an intake unit to evaluate matters for adjustment at the intake level or to perform supervision of persons in lieu of court action;
- Obtains and analyzes social and legal data and prepares reports in relation to matters pending in the courts concerning persons awaiting disposition by the courts;
- Interprets conditions of sentence to persons placed under probation supervision, supervises such individuals by ascertaining compliance with conditions of probation, and counsels and assists them in problems related to compliance and to the maintenance of lawful behavior in the community;
- Prepares progress reports and develops case plans on persons under supervision and periodically completes a reassessment to determine the degree of adjustment;
- Prepares violation reports and testifies at delinquency hearings;
- Establishes and maintains contact with other social and law enforcement agencies and cooperates with them in matters of mutual interest;
- Maintains contemporaneous case records in data base of persons under probation supervision;
- Assists in supervision of probation officer trainees, probation assistants, and volunteers;
- May be required to collect urine samples for the purpose of drug testing.

**OFFICER LEVEL KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of social sciences, including sociology, psychology and economics;
- Good knowledge of social service programs and other community resources;
- Good knowledge of laws pertaining to probation work and functions and procedures of Family and Criminal courts;
- Good knowledge of factors related to crime and delinquency;
- Good judgment in dealing with people;
- Good oral and written communication skills;
- Ability to understand, interpret and prepare written material;
- Ability to understand, install and monitor the technology equipment used in the supervision of offenders;
- Emotional maturity and sound judgment are required.
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

**TRAINEE LEVEL KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Working knowledge of social sciences, including sociology, psychology and economics;
- Working knowledge of social service programs and other community resources;
- Working knowledge of laws pertaining to probation work and functions and procedures of Family and Criminal courts;
- Working knowledge of factors related to crime and delinquency;
- Working judgment in dealing with people;
- Working oral and written communication skills;
- Ability to understand, interpret and prepare written material;
- Ability to understand, install and monitor the technology equipment used in the supervision of offenders;
- Emotional maturity and sound judgment are required.
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

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**Subjects of examination:**

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 prepared A Guide to the Written Test for entry level positions in the Entry and Upper Level Probation Series test guide for this examination and candidates may also find the information in the publication "How to take a written test" helpful in preparing for this test. These publications are available on line at: [www.cs .ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm)**

## FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

**ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS** desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and 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. You may not bring books or other reference materials.

**CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE:** When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

**FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS:** If special arrangements for testing are required, please indicate this on your application.

**ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. 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.**

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties 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. If you are qualified to participate in this examination and are a child of firefighter or police officer killed in the line of duties in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**BACKGROUND INVESTIGATION:** 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.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850