

**TOMPKINS COUNTY CIVIL SERVICE  
EXAMINATION  
Inclusion Through Diversity**

**PROMOTIONAL**

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:** Senior Probation Officer (Promotional)

**EXAM NO:** 70345

**SALARY:** \$33.73 per hour - 2020 Hire Rate

**EXAM DATE:** 06/27/20

**ISSUE DATE:** 05/20/20

**THE FINAL DATE TO FILE APPLICATIONS:** 06/04/20

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 06/28/20

**RESIDENCY WAIVED**

**THE USE OF A QUIET HAND-HELD CALCULATOR IS RECOMMENDED FOR THIS EXAMINATION.**

**LOCATION OF POSITIONS/VACANCIES:**

There are currently no vacancies in the title of Senior Probation Officer located in the Tompkins County Probation Department. The eligible list resulting from this departmental promotion examination may be used to fill any appropriate full-time, part-time and/or temporary vacancies that may occur during the life of the eligible list.

**QUALIFYING EXPERIENCE FOR TAKING THE PROMOTIONAL EXAMINATION:**

Admission to this departmental promotion examination will be limited to current employees of the Tompkins County Probation Department. Applicants must currently hold, and have continuously held, at least two years of permanent and/or contingent permanent competitive class status in the title of Probation Officer.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

**ADDITIONAL REQUIREMENT:**

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.

**DISTINGUISHING FEATURES OF THE CLASS:**

A Senior Probation Officer is responsible for the supervision of caseloads comprised of probationers deemed to be at greatest risk of recidivism. Cases often involve complex issues that require referrals to and collaboration with service providers in the community. Employees may be involved in a Team approach to supervision that involves the court, District Attorney, Defense

Attorney and treatment providers. Employees complete investigations on high profile and/or serious offenses. Employees may undertake special assignments within the department. Employees in this class work at an advanced professional level in a local probation agency. They are responsible for more complex assignments and more difficult intake, investigation and supervision activities than those assigned to regular Probation Officers. Employees in this class work under general supervision of a higher ranking professional employee. Employees may be required to perform limited supervisory work in the absence of the Unit Supervisor. Employees may be directly responsible for program and/or staff oversight. The incumbent will perform all related duties as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

- Carries out duties of a probation officer requiring specialized knowledge and skills;
- Performs all or specialized intake assignments;
- Serves as team leader where a team approach is employed;
- Serves as specialist in employment matters concerning probationers;
- Carries out special projects in the area of probation research, study and development;
- Evaluates staff training needs and coordinates and/or conducts special in-service training programs for staff;
- Develops needed community resources and maintains working relationships with community organizations and programs;
- Performs public relations activities on behalf of agency;
- Directs a volunteer program with duties of orientation, training and coordination of the work of volunteers;
- Reviews investigation reports and probation supervision summaries;
- Prepares evaluative analyses of agency programs.
- May be required to collect urine samples for the purpose of drug testing.

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

- Good knowledge of modern probation principles and practices;
- Good knowledge of principles underlying human behavior, growth and development;
- Good knowledge of and skill in investigating, interviewing, case recording, and report preparation techniques as applied to probation work and of functions and procedures of courts involved with the work of the agency;
- Good knowledge of community organization principles and practices;
- Must possess a good knowledge and understanding of addiction and other complex issues that contribute towards offending behavior and a high level of initiative and willingness to explore/develop/commence new programming within in the agency as directed;
- Possess a high skill set in oral and written communication;
- Ability to gain the confidence and cooperation of others;
- Ability to work independently in the field;
- Ability to work collaboratively with fellow probation staff, service providers, courts;
- Ability to act as a leader and mentor in the department to core probation officers;
- Ability to understand, install and monitor technology equipment used in the supervision of offenders and interpret reports;
- Ability to act and speak as a representative of the department at meetings as directed;
- Ability to analyze and respond quickly to situations that pose an immediate risk to public safety;
- Demonstrate good judgment when faced with situations that require an immediate decision;
- Emotional maturity;
- Good powers of observation, perception and analysis.
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

Originally created June, 1978.

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**Complete Scope of the examination and Expanded subtest descriptions:**

**Advising and interacting with others**

These questions test for the ability to interact with other people in order to gather and present information and to provide assistance and advice in a courteous and professional manner.

## 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.

## 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.

## Interviewing

These questions test for knowledge of the principles and practices employed in obtaining information from individuals through structured conversations. These questions require you to apply the principles, practices, and techniques of effective interviewing to hypothetical interviewing situations. Included are questions that present a problem arising from an interviewing situation, and you must choose the most appropriate course of action to take.

## Test guide:

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 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

**SENIORITY:** One (1) point will be added to each passing score for every five (5) years of permanent classified service according to the following schedule:

Less than 1 year. . . . .	0 points
1 year up to 6 years. . . . .	1 point
Over 6 years up to 11 years. . . . .	2 points
Over 11 years up to 16 years. . . . .	3 points
Over 16 years up to 21 years. . . . .	4 points
Over 21 years up to 26 years. . . . .	5 points
etc. . . . .	

## 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.â

**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