

**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

TITLE: PROBATION ASSISTANT

EXAM NO: 69777

SALARY: \$24.64 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: Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

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 Probation Assistant located at Tompkins County Probation Department. The eligible list resulting from this open competitive examination may be used to fill any full-time, part-time or temporary vacancy that may occur during the life of the eligible list.

MINIMUM QUALIFICATION:

- (a) Completion of two years (60 college credit hours) of study in a regionally accredited or New York State registered college or university; OR
- (b) Graduation from high school or possession of a GED and two years of experience interviewing, examining, investigating or evaluating claims in a human service or criminal justice agency; OR
- (c) Any combination of training and experience equal to or greater than that specified in (a) and (b) above as determined by the Commissioner of Personnel.

SPECIAL REQUIREMENT:

1. The successful candidate will possess a valid New York State driver's license at the time of appointment and maintain such license for the duration of employment.
2. NYSPIN and eJustice System Certification must be obtained within 90 days of appointment.

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

DISTINGUISHING FEATURES OF THE CLASS:

This is a para-professional position involving responsibility for services provided by the Department's Pre-trial Release and Release Under Supervision programs. Duties include interviewing newly detained jail inmates, investigating ties to the community, and determining likelihood of appearance at future court proceedings. Face-to-face meetings are conducted with defendants who are released under supervision to ensure the release conditions are adhered to. Contacts are made with alleged victims of domestic violence in order to determine the need for or modification of Orders of Protection. The incumbent also maintains and monitors a caseload of Criminal and Family Court Supervision cases for all of the Tompkins County courts. This entails face-to-face and telephone contact in addition to a substantial amount of written correspondence. In the case of a violation of probation, the incumbent attempts to locate probationers and gain their compliance by giving direction and assisting in rectifying the situation. Violation of Probation reports, including recommendations regarding appropriate sanctions and sentencing, are prepared and submitted to the Courts as necessary. Occasional court appearance and testimony is required. The incumbent prepares a variety of original written correspondence. He or she is responsible for providing rap sheets, criminal history information, arrest notifications, wanted/warrant entry, sex offender registration, DNA registration information, and driver's license histories to all Probation Officers. The employee works under the general supervision of the Director and Deputy Director of Probation. A considerable amount of autonomy is exercised in performing this work. The incumbent will perform all related duties as required. Note: The ratio of Probation Assistant positions to Probation Officer positions (including probation officer trainees) shall not be in excess of one to four without written approval of the State Director of Probation.

TYPICAL WORK ACTIVITIES:

Assists in gathering information for probation personnel from a variety of sources, including public and private social agencies, law enforcement agencies, courts, employers, etc.;

Assists in verification of social and legal history data pertaining to individuals serviced by the probation agency;

Assists individuals serviced by the probation agency in completing questionnaires and other documents requiring written information;

Assists in establishing or maintaining contact with persons or organizations in the community that may provide necessary resources for individuals serviced by the agency;

Assists in compiling statistical data for a variety of projects and reports;

Helps to secure information from various individuals and agencies regarding conduct and progress of probationers;

May assist in resolving technical problems or probationers or others relating to housing, health care, employment, or other essential matters;

May make contact with petitioners or respondents to assist in collection of family support.

Maintain an administrative caseload of probationers transferred through the Interstate Compact on either an Intrastate (within the state) or an Interstate (out-of-state) basis, making contact with those individuals and pertinent out-of-county agencies as necessary;

Coordinate the presentence investigation orders with outside jurisdictions on defendants who reside outside Tompkins County and/or New York State;

Communicate with the court of jurisdiction any problems arising in the course of the investigation; determine restitution and victim losses.

Exercise primary responsibility for basic maintenance, training other staff in proper use, compliance with NYSPIN operating procedures and regulations, operation and security of contracted (with New York Statewide Police Information Network);

Exercise primary responsibility for services provided by the department's Pre-trial Release and Release under Supervision programs. This includes interviewing detainees at the County Public Safety Building, preparing written release investigations for various courts, confirming information from various individuals, agencies, and supervising persons about release prior to convictions.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of NYS pre-trial release standards and rules;

Good knowledge of eJustice System, and NYSPIN System security and operations (including criminal history, DNA, SORA and Wanted/Warrant inquires), and the rules and regulations governing dissemination of information obtained through each system;

Good knowledge of the rules of NYS Interstate Compact Unit regarding transfer of supervision to other counties and states;

Good knowledge of the DPCA Rules and regulations, practices and procedures;

Good knowledge of investigative interviewing and report preparation techniques;

Good knowledge of local community service agencies and their programs;

Basic command of language and ability to communicate closely;

Ability to read, analyze, understand and interpret written material; Ability to maintain successful relationships with people both within and outside the agency;

Ability to counsel individuals in the areas of economic, social, emotional and vocational problems;

Ability to observe and analyze;

Ability to prepare and maintain records and reports;

Ability to operate a computer terminal for the entry or retrieval of data;

Ability to perform close, detail work;

Sensitivity to the reactions of others;

Tact, courtesy and good judgment are required;

The employee's physical condition shall be commensurate with the demands of the position.

Complete Scope of the examination and Expanded subtest descriptions:

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.

Evaluating conclusions in light of known facts

These questions will consist of a set of facts and a conclusion. You must decide if the conclusion is proved by the facts, disproved by the facts or if the facts are not sufficient to prove or disprove the conclusion. The questions will not be specific to a particular field.

Applying written information

These questions evaluate a candidate's ability to read, interpret and apply rules, regulations, directives, written narratives and other related material. You will be required to read a set of information and to appropriately apply the information to situations in various settings. All information needed to answer the questions is contained in the rules, regulations, etc. which are cited.

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>.

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