



COUNTY OF ERIE - DEPARTMENT OF PERSONNEL
invites applications for the position of:

Probation Officer-Trainee #73-805
PROMOTIONAL

SALARY: \$35,287.00 - \$46,378.00 Annually

OPENING DATE: 04/14/14

CLOSING DATE: 05/07/14

DESCRIPTION:

THIS EXAMINATION IS OPEN TO ALL QUALIFIED EMPLOYEES OF THE ERIE COUNTY DEPARTMENT OF PROBATION. At present there is one anticipated vacancy in the Erie County Department of Probation. The duration of all promotional eligible lists is four years from date of establishment unless otherwise indicated.

List certification – Candidates who are successful in this examination will be certified at the trainee level (Job Group IX) . Persons appointed at the trainee level will be advanced to Probation Officer (Job Group XI) without further examination upon satisfactory completion of the applicable traineeship period.

EXAMPLES OF DUTIES:

A *Probation Officer/Trainee* performs varied duties related to investigation and supervision in a local probation agency as a participant in a continuous in-service training program;

Assists in the collection and analysis of social and legal history data, and in preparing investigation reports concerning cases pending in the courts;

Helps to supervise probationers by counseling, and by otherwise assisting them in maintaining lawful behavior in the community;

Helps to maintain appropriate case records of persons under probation supervision;

Makes home visits and other community contacts to assist in monitoring and adherence to conditions of probation;

Helps in establishing and maintaining with persons and organizations which may provide necessary resources for individuals serviced by the agency;

May assist in counseling and maintaining persons under court order to pay family support when referred by collection unit;

Attends on-the-job and special training sessions and participates in conferences and regular staff meetings;

Studies and reviews literature and other appropriate materials related to probation, criminal justice, and social work to systematically acquire essential knowledge of the profession.

NOTE: Candidates that complete two years of satisfactorily service as a Probation Officer Trainee will then be advanced to Probation Officer without further examination. Candidates who have previous experience as a Probation Officer or Probation Officer Trainee may be advanced to Probation Officer when they possess the equivalent of the two-year traineeship.

QUALIFYING EXPERIENCE FOR TAKING THE TEST: Candidates must be permanently employed in the competitive class and must be serving and have served continuously on a permanent or contingent permanent basis in the competitive class for 12 months immediately preceding the date of the written test in Job Group I through VIII and in addition, must meet one of the following requirements on or before the date of the written test:

A. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree*, and with at least thirty semester credit hours in Education, Criminal Justice, Social Work or in the social or behavioral sciences**; or:

B. Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Education, Correction Treatment, Sociology, Psychology, Law, Criminal Justice or Social Work.

Notice to Candidates:

Transcripts will now be accepted by the Department of Personnel ONLY at time of application.

All subsequent transcripts must be submitted at time of interview.

NOTES: 1. *For candidates who qualify for Probation Officer Trainee with the Bachelor's Degree, possession of a Master's Degree in Education, Correction Treatment, Sociology, Psychology, Law, Criminal Justice or Social Work may be substituted for one year of the required two year traineeship. 2. **Social or behavioral sciences include psychology, sociology, anthropology, criminal justice, history, economics, political science, and geography. 3. Prior to completion of the first year of the traineeship, candidates must successfully complete the basic fundamental course for probation officers, peace officer training course and qualify to carry a firearm. Participation in these courses will be arranged by the Probation Department. 4. Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements. 5. Your degree and/or college credit must have been awarded by a regionally accredited college or university or one

recognized by the New York State Education Department as following acceptable educational practices. A grade of "D" or better is necessary for a course to be credited as successfully completed. If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. You can write to this Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.

Persons who are currently employed under Section 55a, New York State Civil Service Law, and who meet all the above eligibility requirements in the non-competitive rather than competitive class may compete in this examination.

SUPPLEMENTAL INFORMATION:

VETERANS: PROOF OF SERVICE MUST BE SUBMITTED BEFORE LIST IS ESTABLISHED TO RECEIVE ADDITIONAL POINTS. (See application for more information.)
NOTICES TO APPEAR FOR THE EXAMINATION ARE MAILED APPROXIMATELY ONE WEEK PRIOR TO THE EXAMINATION DATE
NO CELL PHONES ARE PERMITTED AT THE EXAM SITE.

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| EXAMINATION DATE JUNE 7, 2014 | * | APPLICATIONS MUST BE POSTMARKED BY May 7, 2014 |
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TEST GUIDE: A Guide to the Written Test for the Entry and Upper Level Probation Series is available on the Department website at <http://www.cs.ny.gov/testing/localtestguides.cfm>.

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.

NOTICE TO CANDIDATES: It is recommended that candidates 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. You may not bring books or other reference materials.

NOTICE TO CANDIDATES WHO ARE ALSO TAKING ANOTHER CIVIL SERVICE EXAM(S) ON THIS DATE
(See Below)

(IF YOU ARE TAKING 2 OR MORE ERIE COUNTY EXAMS ON THIS DATE IT IS NOT NECESSARY TO CALL)
INFORMATION FOR PROMOTION CANDIDATES

Unless otherwise indicated, the eligible list resulting from this examination will have a duration of four years and will not supersede existing promotional lists, if any.

RATINGS REQUIRED: Test is rated on a scale of 100 with a passing mark at 70. Test instructions may further divide the tests into parts and set minimum standards for each part.

Points will be added to scores of candidates who achieve a passing mark as follows: Seniority: For each year of service in the classified service:

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| 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..... | 5 points |

VETERANS: Disabled and non-disabled veterans as defined in Section 85, New York State Civil Service Law, will have 5 and 2.5 points, respectively added to their earned scores if successful in the examination. You must claim these credits when you file application but you have an option to waive them any time prior to appointment. If you have already used these credits for a permanent position in NYS, you may not claim them again.

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. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty 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.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site.
****For this exam, please complete and submit an Erie County EXAMS CROSS-FILER Form with your Erie County exam**

application to alert Erie County Civil Service about your additional exams being held at other locations on the same day.** The Cross-Filer Form is found online at: www2.erie.gov/employment/index.php?q=applications or call (716) 858-8484. All examinations for positions in State government will be held at a State examination center. You will be advised by letter when and where to report for your examinations.

MILITARY STATUS: Active duty military personnel may file an application for this exam. A special military make-up examination will be conducted for any member of the armed forces of the United States who has duly filed a timely application but who was deprived of the opportunity to compete in the scheduled exam due to active military duty. Special conditions apply to these requests and may be reviewed at the Erie County Department of Personnel.

ADMISSION TO EXAMINATION: Notice to appear for the test will be conditional as review of application for minimum requirements may not be made until after the written test. Call or write this Department if you have not received your notice 3 days before the date of the test. You may not be admitted to the examination room without official notice.

SPECIAL ARRANGEMENTS: Applicants whose religious beliefs prevent their taking examinations before sundown on Saturday and physically handicapped candidates who require special examination facilities should so inform the Erie County Department of Personnel, by a separately mailed letter at the earliest possible date before the test.

TRAINING AND EXPERIENCE: If a subject of the examination, training and experience may not be rated if all passing candidates are expected to be immediately reachable for appointment. If rated, training and experience will be based on the statements in your application subject to verification. If this examination includes a qualifying written test, candidates admitted to the test will have conditional approval only. Final decision regarding the qualifications of candidates rests with the New York State Department of Civil Service.

ELIGIBILITY FOR EXAMINATION: You may take the examination if you meet the following requirements: (a) Meet the qualifications as printed in the announcement; (b) you have been separated from the service and permanently reemployed within one year, (c) your name is on a preferred eligible list.

NOTICE: Any person, otherwise meeting the requirements for an examination, who is laid off from any agency for which the examination is being held, and whose name is presently on a preferred list is eligible to compete in the examination. When completing their applications such persons should be title and location of their last permanent Civil Service employment.

APPLICATION FORMS: You may obtain these forms in person at the Erie County Personnel Department, Rath County Office Building, 95 Franklin Street, Buffalo. Forms are also available in the libraries and at Town, Village and School District administrative offices.

****IMPORTANT APPLICATION FEE –
READ CAREFULLY****

A \$20 filing fee is required for this exam. The required fee must accompany your application. Send or bring check or money order made payable to Erie County Personnel Department and write the examination number(s) on your check or money order. Do not send or bring cash, as the County cannot be responsible for cash payment. As no refund will be made, 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.

This examination is prepared and rated by the New York State Department of Civil Service, and held in compliance with the New York State Civil Service Law and the rules and regulations of the New York State Department of Civil Service.