

PLEASE POST CONSPICUOUSLY

MADISON COUNTY PERSONNEL/CIVIL SERVICE  
COUNTY OFFICE BUILDING  
WAMPSVILLE, NEW YORK

\*\*\*\*\*

NO. 64-137  
OPEN COMPETITIVE  
PROBATION OFFICER/PROBATION OFFICER TRAINEE

DATE OF EXAMINATION:  
June 7, 2014

APPLICATIONS ACCEPTED UNTIL:  
April 23, 2014

APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY APPLICATION DEADLINE  
A NON-REFUNDABLE AND NON-TRANSFERABLE PROCESSING FEE  
MUST ACCOMPANY EACH APPLICATION  
\$15.00 MONEY ORDER ONLY – PAYABLE TO MADISON COUNTY TREASURER  
Since application fees are non-refundable, you are urged to carefully compare  
your qualifications with the requirements for admission and file only for those  
examinations for which you are clearly qualified.

SALARY: Probation Officer: \$20.72/hr. Probation Officer Trainee: \$19.77/hr. (2014 Hire Rates)

VACANCIES: The eligible list established as a result of this examination will be used to fill vacancies as they occur in the Madison County Probation Department.

RESIDENCY: There are no residency requirements to take this examination. Preference in certification may be given to successful candidates who have been legal residents of Madison County for at least one month prior to the date of certification.

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. All examinations for positions in State government will be held at a State examination center.

DISTINGUISHING FEATURES OF THE CLASS:

Probation Officer: The duties of this class require the application of modern social work techniques in conducting investigations, making evaluations 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. The incumbent assists persons on probation, and other persons whom the probation agency services. The work is performed under the general supervision of a higher ranking professional employee with leeway allowed for the exercise of independent judgment. Supervision may be exercised over the work of subordinate employees. A Probation Officer does related work as required.

Probation Officer Trainee: This is an entry level position for college graduates with a career interest in probation. Trainees receive on-the-job training while performing duties of a professional nature. Assignments may increase in complexity and responsibility as employees increase in professional competence. The work is performed under the direct supervision of a higher ranking professional employee. The Probation Officer Trainee does related work as required.

MINIMUM QUALIFICATIONS: Candidates must meet the following qualifications on or before the date of the written test:

Probation Officer: A. Graduation from a regionally accredited or New York State registered college or university with a Master's degree in Social Work, Education, Public Administration, Criminal Justice, Psychology, Sociology, Criminology, or closely related field; OR

B. Graduation from a regionally accredited or New York State college or university with a Bachelor's degree and two (2) years of subsequent experience in counseling or casework in a recognized agency adhering to acceptable standards in probation, parole, social services, psychiatric or medical social work or closely related field; OR

C. An equivalent combination of training and experience as defined by the limits of (A) and (B).

Probation Officer Trainee: Graduation from a regionally accredited or New York State registered four year college with a Bachelor's degree that shall include at least thirty (30) credit hours in the social or behavioral sciences. **(Please submit an unofficial college transcript with application.)**

TRAINEESHIP: Persons appointed at the trainee level will be promoted to the position of Probation Officer without further examination upon satisfactory completion of a one-year traineeship.

**NOTE:** 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.

**SPECIAL REQUIREMENT:** Possession of an appropriate driver's license issued by the New York State Department of Motor Vehicles is required at the time of appointment.

**ANTICIPATED ELIGIBILITY - EDUCATION:** If you expect to complete the educational requirement by May 31, 2014, you can be admitted to this examination. If successful on the examination, you will not be certified for appointment until you have submitted proof of completion of the requirements to the Personnel Officer. Proof must be submitted by June 30, 2014; failure to do so will result in removal of your name from the eligible list.

**BACKGROUND INVESTIGATION and Additional Screening:** Applicants may be required to undergo a State and national criminal history background investigation, which may include a fingerprint check, to determine suitability for appointment. At the discretion of the appointing authority, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to psychological testing. Failure to meet the standards for the background investigation may result in disqualification.

**FINGERPRINTING & FEES:** Fingerprinting may occur at the applicant's expense.

**PRE-PLACEMENT PHYSICAL AND CONTROLLED SUBSTANCES SCREENING:** When you are offered a full-time permanent or contingent permanent appointment at Madison County, you will be required to complete a pre-placement physical examination and controlled substance screening prior to employment.

**CITIZENSHIP:** United States Citizenship is required at time of appointment.

**SPECIAL REQUIREMENTS:**

1. As a condition of employment, all candidates hired on or after November 1, 1991 must successfully complete the following Peace Officer Training components within one (1) year of date of appointment:
  - a) 70 hours in the Division of Probation and Correctional Alternatives (DCPA) Fundamentals of Probation Practice program ("the special nature of a probation officer's duties as a peace officer") within the first six (6) months of employment;
  - b) 35 hours in the DCPA's Peace Officer/Officer Safety and Survival Training (OSST) Certification program or any local program approved by the Division of Criminal Justice Services (DCJS) for generic Peace Officer training within the first year of appointment;
  - c) 47 hours of Firearms/Weapons training provided by the employer within one (1) year of date of appointment, whether or not the new officer is authorized to carry or use a weapon on the job.
2. After successfully completing the above courses, Probation Officers must annually complete an eight (8) hour Firearms/Weapons recertification program as a condition of employment if authorized to carry or use a weapon on the job.
3. All Probation Officers with one (1) or more years of service must complete a minimum of twenty-one (21) hours of annual continuing probation education as a condition 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 candidates who are successful on this examination and possess the minimum qualifications for Probation Officer Trainee will be certified for appointment as a Probation Officer Trainee. Persons appointed at the trainee level will be promoted to the position of Probation Officer without further examination upon satisfactory completion of a one year traineeship. Probation Officer eligibles will have their name 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.

**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.

**Use of a hand-held, battery or solar powered calculator for this exam is RECOMMENDED.** Cell phones and 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.

**OTHER INFORMATION FOR CANDIDATES:** *A Guide to the Written Test for Entry and Upper Level Probation Series* is available on the Department website at <http://www.cs.ny.gov/testing/localtestguides.cfm> . This is for entry level probation positions only.

**NOTE:** Bring positive identification to the written examination such as a driver's license, passport or student identification which contains a photo and your signature. Candidates will not be admitted without the proper identification.

**APPLICATIONS:** May be obtained and must be filed in the Madison County Personnel/Civil Service Department, County Office Building, PO Box 636, Wampsville, NY 13163. Phone (315) 366-2341. [Applications](#) can also be downloaded at the Personnel Department's website [www.madisoncounty.ny.gov](http://www.madisoncounty.ny.gov) . Applications must be received or postmarked no later than 5:00 p.m. on the last filing date.

**APPLICATION FEE WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency.

**All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement.** You may call/write the Madison County Personnel/Civil Service Department, P.O. Box 636, Wampsville, NY 13163; (315)366-2341 or you can download the form from the Madison County Personnel Department's website [www.madisoncounty.ny.gov](http://www.madisoncounty.ny.gov) .

**TIME AND PLACE OF EXAMINATION:** Accepted candidates will be notified by letter when and where to appear for this examination. If notice of acceptance or disapproval is not received at least three days prior to the examination date, please call this office at (315) 366-2341.

The written test 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 examinations will apply to the written test.

**ADDITIONAL EXAMINATION CREDIT TO CHILDREN OF DEPUTY SHERIFFS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:** In conformance with section 85-a of the Civil Service Law, children of deputy sheriffs 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 deputy sheriff 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.

**VETERAN'S CREDIT:** Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. [Applications](#) for veteran's credit are available from this office. Veteran's credit can only be added to a passing score on the examination.

Candidates currently in the armed forces may apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credit.

**THOSE REQUIRING RELIGIOUS ACCOMODATIONS, DISABLED PERSONS AND MILITARY PERSONNEL CALLED TO ACTIVE DUTY: IF SPECIAL ARRANGEMENTS FOR TESTING ARE REQUIRED, INDICATE THIS ON YOUR APPLICATION FORM.**

**BE SURE TO ENTER YOUR SOCIAL SECURITY NUMBER ON YOUR APPLICATION WHEN YOU FILE. QUALIFIED CANDIDATES MUST BRING THEIR SOCIAL SECURITY NUMBER TO THE EXAMINATION AS THIS WILL BE USED AS THEIR IDENTIFICATION NUMBER IN THE EXAMINATION.**

ISSUED: March 28, 2014

Eileen M. Zehr  
Madison County  
Personnel Officer