



**NIAGARA COUNTY
CIVIL SERVICE
111 Main Street – G2
Lockport, New York 14094**

Malcolm A Needler
Personnel Officer

(716) 438-4071

PROBATION OFFICER I

No 62-128 Examination Open to the Public

Salary Range – \$20.71 - \$36.66

The examination will be held to establish an eligible list used to fill any appropriate vacancies in the Probation Department that may occur during the life of the list. **The list established from this exam will supersede any existing list for this title.**

RESIDENCE REQUIREMENTS: Candidates must have been legal residents of Niagara County for at least one (1) month immediately preceding the date of the written examination and such residency must continue until the time of appointment.

DUTIES: This is the entry-level professional position in a probation department responsible for the control, supervision and care of adults and juveniles subject to probation supervision or intake services which requires them to meet certain standards of conduct. The incumbent uses sound professional judgment and applies investigative techniques to evaluate the conduct of those subject to court ordered investigation, analyze data and make recommendations regarding court dispositions. He/she also counsels and coaches probationers and others receiving probation services to change patterns of thinking and behavior to help promote and sustain a law-abiding relationship with society and reduce the likelihood of becoming re-involved in criminal or delinquent behavior. Depending upon individual needs and/or court orders, a Probation Officer 1 may arrange for medical, mental health or substance treatment services. Supervision is not a characteristic of this position. The work is performed under the general supervision of a higher ranking probation professional. A Probation Officer 1 is a Peace Officer pursuant to Criminal Procedure Law Section 2.10 and may be authorized to carry a firearm in the performance of his/her duties. The incumbent will perform all related duties as required.

NOTICE TO CANDIDATES: The use of calculators is **ALLOWED**. Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboard such as computers, spell checkers, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited. **Cell phones are prohibited.**

DRUG SCREENING: Applicants may be required to undergo a drug-screening test to determine suitability for appointment in accordance with local policies. Applicants who test positive may be restricted from future certification.

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.

FEE WAIVERS: Waivers for the filing fee must be completed in full and submitted with required documentation or your application will be disapproved.

SUBJECT OF EXAMINATION: There will be a written test which you must pass in order to be considered for appointment. The written test will be designed to test for knowledge, skills, and/or abilities in such areas as:

1. **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.
2. **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.
3. **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.
4. **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.

CANDIDATES NOTE: You are responsible for completing all sections of the official application. To receive credit for experience on a job, basic information such as address, name and title of supervisor, hours in the work week, final salary, and duties performed by you, must be shown. Be very specific in explaining experience that will qualify you for the position sought. Ambiguity and vagueness will not be resolved in your favor. **EACH SEPARATE SHEET ATTACHED TO THE APPLICATION MUST BE SIGNED.**

TEST GUIDE: A guide to the written test for the Probation Series is available at <http://www.cs.ny.gov/testing/testguides.cfm>.

APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY OR POSTMARKED BY THE FILING DEADLINE.

FILING DEADLINE

MAY 2, 2019

A non-refundable \$15.00 application fee is required.
Apply and pay online or submit a check or money order
payable to: **Niagara County Civil Service**

ANNOUNCEMENT ISSUED: April 2, 2019

EXAMINATION DATE

JUNE 22, 2019

MINIMUM QUALIFICATIONS: Candidates must meet the following on or before the date of the written exam. If you do not meet these qualifications, your application will be disapproved and your filing fee will not be refunded.

1. Satisfactory completion of a Probation Officer 1 traineeship; **OR**
2. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with a graduate degree in social work, social sciences, education, administration, law, criminal justice, or a related field; **OR**
3. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, with a Bachelor's degree or higher with at least thirty (30) credit hours in the social or behavioral sciences and two (2) years of experience in counseling, law enforcement, juvenile or criminal justice, education, or casework in a probation, law enforcement, juvenile or criminal justice, corrections, community corrections, parole, social services, mental health, social work or other public or private human services agency.

Notes:

1. Course work at the graduate degree level in social work, social sciences, education, administration, law, criminal justice, or a related field may be substituted for work experience for a maximum of one (1) year of experience.
2. Individuals whose duties and responsibilities include the use of a firearm must also complete training pursuant to Criminal Procedure Law Section 2.30(3).
3. The class specifications including the minimum qualifications for positions in Probation Departments are established by rule and regulations of the Division of Criminal Justice Services. These class specifications are found in Title 9 NYCRR Part 347, Appendix H-10, Standard specifications for Professional Probation Positions.
4. This position is allocated to the competitive class pursuant to Executive Law Section 257(1).
 - **Counseling Experience** involves interviewing individuals and/or families, discussing and evaluating their problems (e.g. drug and alcohol abuse, family conflicts, disabilities) and developing and carrying out plans to resolve problems. Those who perform counseling duties work directly with individuals and/or families on an ongoing basis in order to assist them and monitor and evaluate their progress.
 - **Law Enforcement Experience** involves providing for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws and promoting good community relations as a member of a regional state park police or a police force, police department or other organization of a county, city, town, village, housing authority, transit authority or police district.
 - **Education Experience** involves teaching a curriculum to students or supervising/administering such a curriculum and those teaching it or experience as a guidance counselor, school or educational counselor or instructional coordinator/curriculum coordinator in a criminal justice or juvenile justice setting.
 - **Casework Experience** involves activities directed toward enhancing a client's ability to cope with and solve problems and the referral of clients to supporting resources and services. Functions include client assessment, problem identification, development, monitoring and revision of a service plan, motivational support, counseling, crisis intervention, referral to social and support services and coordination of services.
 - **Social Welfare Examiner experience is not acceptable qualifying experience.**

SPECIAL REQUIREMENTS:

In order to be permanently appointed candidates must comply with the following Niagara County conditions of employment. Candidates who fail to meet the following standards will be restricted from certification on the Certified Eligible List and may result in disqualification.

1. Possession of a valid New York State Driver's License at time of appointment and for the duration of employment.
2. All Probation Officers must successfully complete the following Peace Officer Training components within one (1) year of date of appointment:
 - a. 160 hours in the Department of Criminal Justice Services (DCJS) Fundamentals of Probation Practice/Peace Officer certification;
 - b. 47 hours of Firearms/Weapons/Use of Force training provided by the employer, whether or not the new officer is authorized to carry or use a weapon on the job.
3. After successfully completing the above courses, Probation Officers must annually complete a Firearms/Weapons/Use of Force re-certification program as a condition of employment.
4. 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.
5. Probation Officers must obtain and possess a valid N.Y.S. pistol permit.
6. Probation Officers may be required to carry a firearm while on duty.
7. Probation Officers shall be required to work evenings, weekends and holidays.
8. Candidates shall undergo a medical and psychological exam to determine their suitability for employment.
9. Candidates will be required to submit their fingerprints prior to employment for the purposes of conducting a criminal history check by the Division of Criminal Justice Services (DCJS) and the Federal Bureau of Investigation (FBI). Conviction of a felony will bar, and conviction of a misdemeanor or other offense may bar examination or appointment. Candidates shall undergo a personal background investigation by the Probation Department to determine their suitability for employment with the Department.
10. Probation Officers will be required to complete training in the delivery of at least one Cognitive Behavioral Intervention and participate in the delivery of that intervention.
11. Probation Officers may be required to become certified to deliver an employment readiness curriculum to individuals under supervision.

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 arrangement for taking all tests at one test site. All examination for positions in State government will be held at a State Examination Center.

COLLEGE CREDITS MUST BE VERIFIED WITH AN OFFICIAL TRANSCRIPT. If you have listed college or special courses on your application it will be necessary for you to submit an official transcript or special course certificate. **Documents can be submitted electronically or in hardcopy format but must be on official letterhead or stationary. If these documents are not on file prior to canvassing/certification for vacant positions, your name will not be canvassed/certified and your name will be removed from consideration for all appointments.**

This examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

Please review **[IMPORTANT EXAMINATION INFORMATION FOR CANDIDATES](#)**

Niagara County Civil Service #2019-54