



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

*Malcolm A Needler
Personnel Officer*

(716) 438-4071

ALTERNATIVES TO INCARCERATION (ATI) SPECIALIST

No 60010930 Examination Open to the Public Salary Range: \$38.32 - \$44.28

The examination will be held to establish an eligible list used to fill any appropriate vacancies in the Niagara County Probation Department that may occur during the life of the list.

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. **Preference in appointment may be given to successful candidates who have been residents of the municipality in which the appointment is made. Non-residents may be required to become a resident of the appointing municipality if local law so states.**

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. **Anticipated Eligibility – Age and Educational Requirements:** Applicants who are within 12 months of meeting the minimum age or attaining the minimum educational requirements following the date of examination, may take the civil service exam, but will be restricted from certification until such a time that the minimum age or educational requirements are met.

Graduation from high school or possession of an equivalency diploma **AND** one of the following:

1. A Master's Degree in Criminology, Psychology, Social Work, or related field and one (1) year of full-time paid experience counseling in a correctional institute or criminal justice setting or in counseling for identification, screening, and monitoring clients with substance use and/or mental health treatment programs; **OR**
2. A Bachelor's Degree in Criminology, Psychology, Social Work, or related field and four (4) years of full-time paid experience in counseling in a correctional institute or criminal justice setting or in counseling for identification, screening, and monitoring clients with substance use and/or mental health treatment programs.

NOTE: Degrees must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

DUTIES: This position functions independently to assure compliance with the Alternatives to Incarceration (ATI) program. The incumbent in this class is responsible for a variety of professional duties designed to identify, screen, and monitor eligible clients for the program. The incumbent provides assessments, referrals, intervention, case management, monitoring and related social work services to individuals with substance use disorders who are mandated by the court and probation to comply under ATI. As needed, arranges for medical, mental health, behavioral health issues, educational and/or employment opportunities, housing options, and other services needed within the community. General direction is received from the ATI Supervisor and wide leeway is permitted for the exercise of independent judgment in accordance with established rules, policies, procedures, and laws. May supervise appropriate clerical staff for report completion. Does related work as required.

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.

**APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY OR POSTMARKED BY THE FILING DEADLINE.
YOUR APPLICATION WILL BE DISAPPROVED IF PAYMENT IS NOT RECEIVED BY THE FILING DEADLINE.**

FILING DEADLINE

MAY 15, 2025

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: March 27, 2025

EXAMINATION DATE

JUNE 28, 2025

NOTICE TO CANDIDATES: The use of calculators is **RECOMMENDED**. 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 and smart watches are prohibited.**

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. **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.
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. **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.

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>.

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.**

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 ACCREDITATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies that provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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](https://niagara-portal.mycivilservice.com/)**
Exams/Jobs Portal - <https://niagara-portal.mycivilservice.com/>