

PLEASE POST CONSPICUOUSLY

ISSUED 3/4/2013

STATE EXAM NO. 65774
LOCAL EXAM NO. 2002

WASHINGTON COUNTY DEPARTMENT OF PERSONNEL
County Municipal Center
Fort Edward, New York 12828
Telephone 746-2250

EXAMINATION FOR PROBATION OFFICER TRAINEE

A FEE OF \$10.00 MUST ACCOMPANY YOUR APPLICATION FOR THIS EXAMINATION

DATE OF EXAMINATION
JUNE 1, 2013

APPLICATIONS ACCEPTED UP TO
APRIL 12, 2013

VACANCIES: At present there is one vacancy in the Washington County Probation Department. This examination is also being held to establish an eligible list for future vacancies which may occur during the life of the list.

SALARY: \$19.78-20.82/HR

APPLICATION FEE: There is a **NON-REFUNDABLE FEE** of \$10.00 for this examination. **(DO NOT SEND CASH).** The required \$10.00 fee must accompany your application. **AS NO REFUND WILL BE MADE, you are urged to compare your qualifications carefully with the specified minimum qualifications and file for the examination only if you are clearly qualified. ALL CHECKS AND/OR MONEY ORDERS SHOULD BE MADE PAYABLE TO WASHINGTON COUNTY TREASURER! If applying in person, please remit payment directly to the Treasurer's office, Building B, 2nd floor.**

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 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.**

CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF WASHINGTON COUNTY FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST.

DUTIES: Performs varied duties related to investigation and supervision in a local probation agency while participating in a continuous in-service training program; does related work as required. Trainee appointments are for a period of one year, following which incumbents receiving satisfactory ratings will be advanced to the title of probation officer without further examination.

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

Bachelor's degree from a regionally accredited college or university, or one recognized by the New York State Education Department, with at least (30) credit hours in the social or behavioral sciences.

There is no substitute for the minimum qualifications.

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.

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.

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.

(OVER)

PROBATION OFFICER TRAINEE - (Continued)

TEST GUIDE: "A Guide to the Written Test for the Probation and Parole Series" is available on the NYS Civil Service Department website at: <http://www.cs.ny.gov/testing/localtestguides.cfm> .

NOTICE TO CANDIDATES: Unless otherwise notified, candidates are permitted to use quiet, hand-held, 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.

VETERANS CREDITS

Veterans or disabled veterans who are eligible for additional credit must submit an application for veterans 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. Effective January 1, 1998 the State Constitution was amended to permit a candidate currently in the armed forces to 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 credits.

"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."

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.

If you have applied for any other Civil Service examinations for employment with New York State or any other local government jurisdiction, you must make arrangements to take all the examinations at one test site.

If you have applied for both State and Local government examinations, you must notify Washington County Civil Service Department of your intent to take both a State and local government examination. When taking both a State and local government examination you will be required to take all your examinations at a State examination center. You will be advised by letter when and where to report for your examinations.

If you have applied for other local government examinations, call or write to each Civil Service Agency to make arrangements. You must make your request for these arrangements no later than two weeks before the date of the examinations. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination(s). For this examination call 746-2250.

This written examination is announced and will be rated in accordance with Section 23(2) of the Civil Service Law. The provisions of New York State Civil Service Law, Rules and Regulations dealing with the rating of examinations will apply to this examination.

Saturday Sabbath Observers - Handicapped Persons: If special arrangements for testing are required, indicate this on your application form.

WHERE TO APPLY: Obtain Examination Application and Application Fee Waiver and Certification Forms by mail or in person at the Washington County Department of Personnel, County Municipal Center, Fort Edward, NY 12828. Telephone (518)746-2250. You may also download either application online at: www.co.washington.ny.us .

LAST FILING DATE: APRIL 12, 2013
EXAMINATION DATE: JUNE 1, 2013
PLACE: To Be Announced
TIME: 8:30 O'CLOCK A.M.

WASHINGTON COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER WE DO NOT DISCRIMINATE ON THE BASIS OF AGE, RACE, CREED, COLOR, NATIONAL ORIGIN, GENDER, SEXUAL ORIENTATION, DISABILITY, MARITAL STATUS, OR MILITARY STATUS. <http://www.co.washington.ny.us>