

PLEASE POST CONSPICUOUSLY

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DELAWARE COUNTY PERSONNEL OFFICE ANNOUNCES  
**OPEN COMPETITIVE EXAMINATION FOR  
PROBATION OFFICER TRAINEE**

**EXAM #60860**

Date Issued  
March 30, 2017

Date of Examination  
June 10, 2017

Last Filing Date  
May 4, 2017

**NOTICE: ONLY APPLICATIONS SUBMITTED TO THE DELAWARE COUNTY PERSONNEL OFFICE WILL BE CONSIDERED FOR THIS EXAMINATION.**

**EXAMINATION FEE:** A fee of \$15.00 is required for each separately numbered examination for which you apply. The required fee **MUST** accompany your application and be in our office by 4:30pm on the last filing date or you will not be approved to take the examination. Send or deliver your CERTIFIED CHECK OR MONEY ORDER payable to the Delaware County Personnel Office. Write the examination number(s) on your check or money order. **\*\*\*PERSONAL CHECKS WILL NOT BE ACCEPTED.\*\*\*** No refund of fees will be allowed whether or not you meet the minimum qualifications. 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.

**EXAMINATION FEE WAIVER:** A waiver of examination fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of examination 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 examination fee waiver are subject to verification. If you can verify eligibility for examination fee waiver, complete a "Request for Examination Fee Waiver and Certification" form and submit it with your application by the Last Filing Date as listed on the Examination Announcement. "Request for Examination Fee Waiver and Certification" forms may be obtained in the Personnel Office or online at [www.co.delaware.ny.us/pers](http://www.co.delaware.ny.us/pers)** Waivers will not be considered if filed after the last filing date.

**LOCATION OF POSITIONS:** Delaware County Probation Department, Delhi, N.Y.

**SALARY:** \$37,223 - \$39,988

**DUTIES** This is a trainee level for professional probation work, involving the performance of duties related to investigation and supervision services for persons under court jurisdiction. Duties requires the application of social work techniques and ongoing in-service training relative to evaluating adult or juvenile probationers, and carrying out probation treatment. Under direct supervision of higher ranking professional Probation Department employees, trainees receive practice and guidance in the exercise of sound professional judgment in analyzing and evaluating data, and in making recommendations concerning probationers, court dispositions, and related matters. An incumbent of this position is considered a Peace Officer and , as such, must qualify with a department issued weapon and is required to carry a firearm. Supervision of others is not a responsibility of this position. Does related work as required.

**MINIMUM QUALIFICATIONS:**

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

**NOTE:** The social sciences are those sciences concerned with humans living in relation to other humans in a social environment and includes course study in psychology, sociology, anthropology, economics, history, political science and geography. Education is not included among the social sciences. Behavioral science is a sub-set of social science including psychology, sociology and anthropology.

**SPECIAL REQUIREMENTS:**

**NOTE:** Probation Officers are Peace Officers pursuant to the Criminal Procedure Law (CPL) Article 2, Section 210, Subsection 24, and are required to be certified as Peace Officers following New York State mandated training, within a reasonable time period after appointment to the title of Probation Officer.

**NOTE:** As Peace Officers, Probation Officers who are legally authorized to carry a weapon must also participate in and be certified in firearms training pursuant to Criminal Procedure Law (CPL), Article 2, Section 2.30.

**NOTE:** Access to transportation may be required to complete possible field work assignments in a timely and efficient manner.

**NOTE:** Possession of a valid New York State driver's license is required at time of appointment and maintained during employment.

**NOTE:** Candidates must be a citizen of the United States at time of appointment. In addition, New York State residency must be maintained for the duration of service as a Probation Officer.

**Candidates claiming college credits MUST submit a copy of their official transcript(s).**

**RESUMES WILL NOT BE ACCEPTED AS A SUBSTITUTE FOR YOUR APPLICATION BUT WILL BE ACCEPTED only AS AN ADDITION TO YOUR APPLICATION.**

**NOTE:** Unless otherwise specified, all required experience must be full-time paid or its part-time paid equivalent. **You are responsible for submitting an accurate, adequate and clear description of your experience. Omissions or vagueness will NOT be interpreted in your favor.** Applicants for examination must meet all minimum qualifications on or before the examination date with no tolerances allowed. If an applicant lacks the required experience or has not completed all required training at the time he/she submits an application, but is serving in a qualifying position or will complete all required course work by the date of the examination, he/she may be approved conditionally to take an examination pending verification of successful completion of all experience and training requirements.

**APPLICATION DEADLINE POLICY:** All completed applications along with application fees or proofs of waiver must be submitted to the Delaware County Personnel Department by 4:30pm on the date of last file as listed on the Examination announcement. Applications received via U.S. Mail will be accepted only if received on or before the last file date. Applications that are received after the Application Deadline and are not received in the Personnel Department by the last file date will not be accepted.

**RESIDENCY REQUIREMENT:** Only candidates who have been residents of Delaware County or a contiguous county (Otsego, Schoharie, Greene, Ulster, Sullivan, Broome, Chenango, etc.) for at least four months immediately preceding the date of the written test will be admitted to this exam. **NOTE:** Agencies have the right to appoint an eligible from their own jurisdiction first.

**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.

A guide "How to Take a Written Test" is available. Candidates who wish a copy of the Guide should call or write the Delaware County Personnel Office, 1 Courthouse Square Suite #2, Delhi, New York 13753 (607-832-5678) or access our web site at [www.co.delaware.ny.us](http://www.co.delaware.ny.us) click on departments and then personnel.

A Guide to the Written Test for the Entry Level Probation Series is available at the New York State website: <http://www.cs.ny.gov/testing/localtestguides.cfm>. Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

**NOTICE TO CANDIDATES:** Unless otherwise notified, you are permitted to use quiet, hand-held, solar/battery powered calculators. Calculators 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.

This examination is announced and will be 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 the rating of examinations will apply to this examination.

Applications for examination can be obtained from the Delaware County Personnel Office, One Courthouse Square Suite #2, Delhi, New York 13753. **ALL RELEVANT INFORMATION MUST BE CONTAINED IN YOUR APPLICATION. RESUMES WILL NOT BE ACCEPTED AS A SUBSTITUTE FOR YOUR APPLICATION BUT WILL BE ACCEPTED only AS AN ADDITION TO YOUR APPLICATION.** A separate application must be filed for EACH examination for which you apply. Applications must contain the correct examination title and/or number in order to be considered. The Delaware County Personnel Office reserves the right to accept or to reject applications/fees submitted after the last announced filing date. The Delaware County Personnel Office is NOT responsible for lost or misdirected mail.

**CROSS-FILING: APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON SAME DATE:** If you have applied for other Civil Service examinations for employment with N.Y. State or other local governments, YOU must make arrangements to take all the examinations at one test site. If you are taking a state exam you must sit at a State site.

If you have applied for an examination, in another County, City or State, which is scheduled to be given the same date as this exam, you must write our office and the Civil Service office in the other County/City or State and make arrangements to take both exams at either our test site or theirs. You must make these arrangements with our office no later than the last filing date indicated on this announcement. You must advise our office in writing, by the last filing date contained in this announcement where you intend to take this exam. Please note that State exams cannot be given at our test site.

If you are unable to take this examination due to an emergency situation, and you wish an alternate test date, you MUST call the Delaware County Personnel Office, with your request, by noon of the Monday following the test date.

**\*\*Religious Accommodation\*\***Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with religious observance or practice, check the box under "Special Arrangements." We will make arrangements for you to take the test on a different date (usually the following Monday).

**\*\*Handicapped Persons\*\***If special arrangements for testing are required, please indicate this on your application.

**\*\*Active Duty Military Personnel\*\***Pursuant to Section 243b of the Military Law, applicants who are unable to take this exam on the regular exam date because of active military duty may be eligible to take a special military makeup examination. If you are on active military duty and unable to take this exam on the regularly scheduled exam date, please indicate this on your application. You will then be sent additional information regarding a military makeup exam.

**\*\*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 credits can only be added to a passing score. 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's the responsibility of the candidate to provide appropriate proof indicating the service was in time of war, as defined in Section 85 of the 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.

**\*\*Children of Firefighters and Police Officers Killed in the Line of Duty\*\***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.

DELAWARE COUNTY IS AN EQUAL  
EMPLOYMENT OPPORTUNITY EMPLOYER

DELAWARE COUNTY PERSONNEL OFFICE  
LINDA PINNER, PERSONNEL OFFICER