



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424

www.ontariocountyny.gov ~ ~ (585) 396-4465

Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

PROBATION OFFICER I TRAINEE

Civil Service Exam held in Ontario County
(Open to the public)

Exam Date
June 25, 2022

Exam Number
65-304

Application Fee*
\$15.00 (Do not send cash)

Application Deadline
May 23, 2022

*The non-refundable Application and Administrative Fees must be submitted at time of application (credit or debit card only).

A *Fee Waiver is available to candidates who meet the requirements.

It is the applicants' responsibility to clearly show that they meet the minimum qualifications for the position.

Pay Rate: Ontario County 2022 starting salary: \$52,942.50 (\$27.15/hr.)

Vacancy: This examination is being held to establish an Eligible List to fill future vacancies in this title, which may occur during the life of the Eligible List. An eligible may receive only one Permanent appointment from this Eligible List. If an eligible accepts a Contingent-Permanent appointment their name will be removed from the Eligible List only for the department or agency in which she/he received the Contingent-Permanent appointment. Once appointed, there will be a probation period of 8 to 52-weeks based on performance of duties.

Eligible Lists established by Ontario County Department of Human Resources are used to fill vacancies in Ontario County Government, its Cities, Towns, Villages, School Districts, Fire Districts, and public libraries, the Finger Lakes Community College, Geneva Housing Authority, and the Wayne-Finger Lakes BOCES.

Residency Requirements: Candidates must have their domicile of Ontario, Livingston, Monroe, Seneca, Steuben, Wayne, or Yates County for at least one month immediately preceding the examination date.

In accordance with Section 23-4 (a) of the Civil Service Law, **preference in appointment** may be given to residents in the jurisdiction where the vacancy exists. When preference in certification is given, an eligible must have been a resident of such municipality for at least one month prior to the date of certification and must be a resident of such municipality at the time of certification and appointment. Applicants must list a home address to be considered for preference in certification.

Qualifications:

County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

Minimum Qualifications: 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.

Note: Transcript must be submitted with application in order to verify credit hours.

Special Requirement for Appointment: Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

Note: Social science includes areas of study concerned with humans living in relation to other humans in a social environment and such as anthropology, criminal justice, economics, geography, history, political science, psychology and sociology.

Behavioral science is a subset of social science characterized by observation of the behavior of living organisms and focused on human social behavior such as psychology, sociology, anthropology, counseling, criminal justice, gerontology, human behavior, social work/social welfare and vocational rehabilitation.

Note: Individuals whose duties and responsibilities include the use of a firearm must also complete training pursuant to Criminal Procedure Law Section 2.30(3).

Close cultural association is defined as involvement in cultural activities, or cultural groups, or participation in advocacy groups, or involvement in religious or political groups or organizations. Work or volunteer experience that involves supervision or case management of minority persons is not considered as close cultural association for the purposes of meeting these minimum qualifications.

Note: 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.

Anticipated Eligibility: Applicants who lack thirty days, or less, of meeting the minimum qualifications by the date of the examination will be admitted conditionally to the examination. However, proof of the additional days' qualifications must be submitted prior to the establishment of the eligible list.

Job Description: This is a one-year traineeship used to appoint individuals to an entry-level Probation Officer I or Probation Officer I (Other Language) position in a probation department responsible for the care of adults and juveniles subject to probation supervision or intake services which require them to meet certain standards of conduct. A Probation Officer I Trainee is responsible for participating in a continuous in-service training program regarding the investigative, supervision, counseling and coaching duties and responsibilities of a Probation Officer I and, under close and on-going supervision, performs such duties and exercises such responsibilities in a limited nature. When a Probation Officer I Trainee participates in a traineeship for a Probation Officer I (Other Language) position, he/she is required to satisfy the additional requirements for these positions and be capable to learn the specialized work they perform. Probation Officer I Trainee work is performed under the direct supervision of a probation professional. Upon successful completion of the one-year traineeship the incumbent is appointed to the position of Probation Officer I or Probation Officer I (Other Language) without further examination. A Probation Officer I Trainee 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.

Controlled Substance Screening: When you are offered a full-time or part-time, permanent or contingent permanent appointment at Ontario County, you will be required to complete a controlled substances screening prior to employment.

Background Investigation: Candidates may be subject to a thorough background investigation to determine suitability for appointment. Applicants may be required to authorize access to educational, employment, criminal history and other records check as part of such investigation. Criminal convictions or other offenses are subject to evaluation and may result in disqualification. Applicants will be required to submit the necessary fees for the fingerprint processing, where required.

Subjects of Examination: Written test 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 report 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. 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.

A study guide to the Written Test for Probation Series is available on the Department of Civil Service website at <https://www.cs.ny.gov/testing/testguides.cfm>.

USE OF CALCULATOR IS RECOMMENDED. 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. Cell phones, SmartWatches or any similar electronic devices are prohibited. You may not bring books or other reference materials. **You will not be permitted to use the calculator function of your cell phone.**

EMERGENCY CANCELLATION OF EXAMS WILL BE ANNOUNCED ON:

Ontario County Human Resources Webpage at <http://www.ontariocountyny.gov/94/Human-Resources> and NOTICE will be emailed to all approved Applicants no later than 7:30 AM the day of the scheduled exam.

Applications and further information may be obtained by visiting the ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES website at www.ontariocountyny.gov/HumanResources. Completed applications and application fees must be filed by 11:59 p.m. on **MAY 23, 2022**.

It is the candidates' responsibility to keep their contact information (email address, phone number & USPS mailing address) current. The Address Change Form can be found at the Ontario County Department of Human Resources website: www.ontariocountyny.gov/HumanResources. To be considered for preference in certification based on residency, you must include the city and/or town/village and school district you live in. All communication is done electronically through the applicant provided email address.

If candidate **fails to receive an admission letter** at least seven days prior to the examination date, you should contact the Department of Human Resources immediately.

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

Disabled persons: If special arrangements for testing are required, indicate this on your application form.

CROSSFILER: Applying for Civil Service Examinations in Multiple Agencies When The Exams are Scheduled on Same Date: If you have applied to take a written test for other local jurisdictions (county, town, city) scheduled 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 of the test site at which you wish to take your examination, 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. You must provide a list of all exam titles, numbers and locations for which you have applied on a Cross Filing Form. Click [here](#) to access the Cross Filing Form and once completed, please forward to: hr@ontariocountyny.gov.

*The required **NON-REFUNDABLE application and administrative fees** must be submitted at time of application. If your application is disapproved, the fees will not be returned to you. Do not send cash, check or money order. If you are approved and do not appear for the examination, you forfeit the fees as no refunds will be made. In accordance with Civil Service Law, Section 50.5(b), an exception to the fee requirements will be made only for persons who are unemployed and primarily responsible for the support of a household or who are receiving public assistance. The Fee Waiver Form can be found at the Ontario County Department of Human Resources website: www.ontariocountyny.gov/HumanResources.

Special requirement for appointment in school districts or BOCES: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a School District or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

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.

Any member of the **Armed Forces** of the United States of America, who having duly filed an application to compete in a scheduled competitive examination for Civil Service employment by the State of New York or any of its subdivisions and who due to active military duty is deprived of the opportunity to compete in such examination shall be provided with an opportunity to compete, under terms and conditions deemed appropriate by the State Department of Civil Service or Municipal Commission, by way of a special military make-up examination.

Evaluation of foreign post-secondary education: 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. 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.

Public Service Loan Forgiveness Program (PSLFP) - The PSLF Program is intended to encourage individuals to enter and continue to work full-time in public service jobs. Under this program, you may qualify for forgiveness of the remaining balance on your (Direct Loan) loans after you have made 120 qualifying payments on those loans while employed full-time by certain public service employers. For more information about this program go to: <http://studentaid.ed.gov>.

Ontario County is an **Equal Opportunity Employer** and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status or disabilities and, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

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 and Rules and Regulations dealing with the rating of examinations will apply to this examination.

Michele O. Smith
Director of Human Resources

Probation Officer I Trainee
Exam No. 65-304
Issued: April 25, 2022