

PLEASE POST CONSPICUOUSLY

MADISON COUNTY PERSONNEL/CIVIL SERVICE  
COUNTY OFFICE BUILDING  
WAMPSVILLE, NEW YORK

\*\*\*\*\*

NO. 65-962  
OPEN COMPETITIVE  
PROBATION OFFICER TRAINEE

DATE OF EXAMINATION:

June 4, 2011

APPLICATIONS ACCEPTED UNTIL:

April 20, 2011

**APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY APPLICATION DEADLINE**  
**A NON-REFUNDABLE AND NON-TRANSFERABLE PROCESSING FEE**  
**MUST ACCOMPANY EACH APPLICATION**  
**\$15.00 MONEY ORDER ONLY – PAYABLE TO MADISON COUNTY TREASURER**  
**Since application fees are non-refundable, you are urged to carefully compare**  
**your qualifications with the requirements for admission and file only for those**  
**examinations for which you are clearly qualified.**

**SALARY:** \$18.13/hr. (2010 Hire Rate)

**VACANCIES:** The eligible list established as a result of this examination will be used to fill vacancies as they occur in the Madison County Probation Department.

**RESIDENCY:** There are no residency requirements for this examination. Preference in certification may be given to successful candidates who have been legal residents of Madison County for at least one month prior to the date of certification.

**CROSS-FILING:** **Applying for Civil Service Examinations in Multiple Jurisdictions When Examinations are Scheduled on Same Date:**

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 make arrangements to take all your examinations at the State examination center by calling (518) 474-6470 in the Albany area or toll free at 1-877-697-5627 (press 2, then press 1) no later than two weeks before the test date.

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.

**DISTINGUISHING FEATURES OF THE CLASS:** This is an entry level position for college graduates with a career interest in probation. Trainees receive on-the-job training while performing duties of a professional nature. Assignments may increase in complexity and responsibility as employees increase in professional competence. The work is performed under the direct supervision of a higher ranking professional employee. The Probation Officer Trainee does related work as required.

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

Graduation from a regionally accredited or New York State registered four year college with a Bachelor's degree that shall include at least thirty (30) credit hours in the social or behavioral sciences. **(Please submit an unofficial college transcript with application.)**

**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.

**SPECIAL REQUIREMENT:** Possession of an appropriate driver's license issued by the New York State Department of Motor Vehicles is required at the time of appointment.

**ANTICIPATED ELIGIBILITY - EDUCATION:** If you expect to complete the educational requirement by May 31, 2011, you can be admitted to this examination. If successful on the examination, you will not be certified for appointment until you have submitted proof of completion of the requirements to the Personnel Officer. Proof must be submitted by June 30, 2011; failure to do so will result in removal of your name from the eligible list.

**BACKGROUND INVESTIGATION and Additional Screening:** Applicants may be required to undergo a State and national criminal history background investigation, which may include a fingerprint check, to determine suitability for appointment. At the discretion of the appointing authority, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to psychological testing. Failure to meet the standards for the background investigation may result in disqualification.

**FINGERPRINTING & FEES:** Fingerprinting may occur at the applicant's expense.

**PRE-PLACEMENT PHYSICAL AND CONTROLLED SUBSTANCES SCREENING:** When you are offered a full-time permanent or contingent permanent appointment at Madison County, you will be required to complete a pre-placement physical examination and controlled substance screening prior to employment.

**TRAINEESHIP:** Persons appointed at the trainee level will be promoted to the position of Probation Officer without further examination upon satisfactory completion of a one-year traineeship.

**CITIZENSHIP:** United States Citizenship is required at time of appointment.

**SPECIAL REQUIREMENTS:**

1. As a condition of employment, all candidates hired on or after November 1, 1991 must successfully complete the following Peace Officer Training components within one (1) year of date of appointment:

a) 70 hours in the Division of Probation and Correctional Alternatives (DCPA) Fundamentals of Probation Practice program ("the special nature of a probation officer's duties as a peace officer") within the first six (6) months of employment;

b) 35 hours in the DCPA's Peace Officer/Officer Safety and Survival Training (OSST) Certification program or any local program approved by the Division of Criminal Justice Services (DCJS) for generic Peace Officer training within the first year of appointment;

c) 47 hours of Firearms/Weapons training provided by the employer within one (1) year of date of appointment, whether or not the new officer is authorized to carry or use a weapon on the job.

2. After successfully completing the above courses, Probation Officers must annually complete an eight (8) hour Firearms/Weapons recertification program as a condition of employment if authorized to carry or use a weapon on the job.

3. 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.

**SUBJECTS OF EXAMINATION:** A written test designed to evaluate knowledge, skills and/or abilities in the following areas:

1. **Establishing and Maintaining Working Relationships with Defendants/Respondents and Probationers:**

Questions present descriptions of situations typically encountered in working with clients in such areas as obtaining information from clients and exploring clients' social, psychological or legal problems. Candidates will be required to choose the best analysis of, solution to, or approach for handling the problem described. In addition, some questions may test for understanding of correct reasons, arguments or factors regarding typical concepts encountered in working with clients.

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.

Unless otherwise notified, *candidates are permitted to use quiet, hand-held, solar or battery powered calculators*. Cell phones, devices that may be connected to a computer, and devices 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.

**OTHER INFORMATION FOR CANDIDATES:** A Guide to the Written Test for the Probation Officer/Probation Officer Trainee series is available at the New York State Department of Civil Service web site: [www.cs.state.ny.us/testing/localtestguides.cfm](http://www.cs.state.ny.us/testing/localtestguides.cfm).

**NOTE:** Bring positive identification to the written examination such as a driver's license, passport or student identification which contains a photo and your signature. Candidates will not be admitted without the proper identification.

**APPLICATIONS:** May be obtained and must be filed in the Madison County Personnel/Civil Service Department, County Office Building, PO Box 636, Wampsville, NY 13163. Phone (315) 366-2341. [Applications](#) can also be downloaded at the Personnel Department's website [www.madisoncounty.org](http://www.madisoncounty.org). Applications must be received or postmarked no later than 5:00 p.m. on the last filing date.

**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 a 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.** You may call/write the Madison County Personnel/Civil Service Department, P.O. Box 636, Wampsville, NY 13163; (315)366-2341 or you can download the form from the Madison County Personnel Department's website [www.madisoncounty.org](http://www.madisoncounty.org).

**TIME AND PLACE OF EXAMINATION:** Accepted candidates will be notified by letter when and where to appear for this examination. If notice of acceptance or disapproval is not received at least three days prior to the examination date, please call this office at (315) 366-2341.

The written test is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to the written test.

**ADDITIONAL EXAMINATION CREDIT TO CHILDREN OF DEPUTY SHERIFFS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:**

In conformance with section 85-a of the Civil Service Law, children of deputy sheriffs 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 deputy sheriff 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.

**VETERAN'S CREDIT:** 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 credit can only be added to a passing score on the examination.

Candidates currently in the armed forces may 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 credit.

THOSE REQUIRING RELIGIOUS ACCOMODATIONS, DISABLED PERSONS AND MILITARY PERSONNEL CALLED TO ACTIVE DUTY: IF SPECIAL ARRANGEMENTS FOR TESTING ARE REQUIRED, INDICATE THIS ON YOUR APPLICATION FORM.

BE SURE TO ENTER YOUR SOCIAL SECURITY NUMBER ON YOUR APPLICATION WHEN YOU FILE. QUALIFIED CANDIDATES MUST BRING THEIR SOCIAL SECURITY NUMBER TO THE EXAMINATION AS THIS WILL BE USED AS THEIR IDENTIFICATION NUMBER IN THE EXAMINATION.

ISSUED: March 23, 2011

Eileen M. Zehr  
Madison County  
Personnel Officer

MADISON COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER