

**PROBATION OFFICER I (TRAINEE) (OC)**  
**NYS #68-418 RC/EL #19112**

**A \$15 non-refundable application filing fee is required. A check or money order made payable to the Rockland County Commissioner of Finance must accompany the application. Please refer to Supplement A for further information regarding the application filing fee.**

Examination to be held **June 22, 2019**; Last filing date **May 1, 2019**

**VACANCY**: Anticipated in the Rockland County Department of Probation.

**POSITION EXISTS IN**: The Rockland County Department of Probation.

**RESIDENCE REQUIREMENTS**: Candidates must be legal residents of Rockland County at the time of examination.

**SALARY**: The starting salary is \$32.27/hr. for a 35-hour-work-week with the County of Rockland.

**WHAT THE JOB IS LIKE**: This is a one year traineeship used to appoint individuals to an entry-level Probation Officer I and/or Probation Officer I (Spanish-Speaking) 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 of a higher-level probation administrator, performs such duties and exercises such responsibilities in a limited nature. 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. Does related work as required.

**MINIMUM QUALIFICATIONS**: By examination date, you must have: A Bachelor's degree or higher with at least thirty credit hours in the Social or Behavioral Sciences.

**NOTES**:

1. 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.
2. Behavioral science is a subtest 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.

**SPECIAL REQUIREMENTS**:

1. Possession of a current driver's license or the ability to otherwise meet the transportation requirements of the position.
2. When authorized by the Director of Probation III to carry or use a firearm in the performance of official Probation Officer Trainee duties, must, prior to carrying or using such firearm, complete firearms training in accordance with Criminal Procedure Law (2.30) (3) and in a program approved by the Municipal Police Training Council (MPTC).
3. Completion of required course in fundamentals of probation practice, given by the New York State Division of Probation and Correctional Alternatives within one year of appointment.
4. Completion of Peace Officer certification training in a program approved by the New York State Municipal Police Division within one year of appointment.
5. For Probation Officer I Traineeship (with language parenthetical – i.e. Spanish-Speaking): When considered for appointment a candidate must be able to demonstrate proficiency in the other language at the level deemed appropriate for the department. The language proficiency of the permanent appointees will be further evaluated during the post-appointment probationary period.

**SEE NEXT PAGE**

## **PROBATION OFFICER I (TRAINEE) (OC) #68-418 (CONTINUED)**

(Official college transcripts must be sent directly from the school to our department no later than August 22, 2019.) Student transcripts are not acceptable.

**NOTE:** Your college degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the NYS Education Department as following acceptable educational practices. If your degree and/or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. You can write the Rockland County Department of Personnel for a list of acceptable companies who provide this service. **This form is also available on the Rockland County website: [www.rocklandgov.com](http://www.rocklandgov.com).** You must pay the required evaluation fee.

### **SUBJECT OF WRITTEN EXAMINATION:**

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. Applying written material – 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.
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. 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 specifically prohibited, 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", "Computers", and any similar devices are prohibited.

**STUDY GUIDE AVAILABLE:** "A Guide for the Written Test for the Probation Series" is available at the New York State Website: <https://www.cs.ny.gov/testing/testguides.cfm>. If you do not have access to the internet, you may call or write the Rockland County Department of Personnel, 50 Sanatorium Road, Building A, Pomona, NY 10970, (845) 364-3737 to obtain a copy.

**Date Issued: 04/10/19**