

PROBATION OFFICER II (PROM)
NYS #72-303 RC/EL #21047

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 26, 2021**; Last filing date **May 5, 2021**

1. **If applying on-line, completed applications must be submitted by 11:59 PM EST on the last filing date.**
2. **If applying by mail, completed applications must be postmarked no later than the last filing date.**

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

For this promotion examination, eligibles can be appointed only in the jurisdiction in which they are presently employed.

SALARY: In accordance with the appropriate labor agreement.

WHAT THE JOB IS LIKE: This is a senior level professional position in a probation department responsible for the control, supervision and care of adults and juveniles subject to probation investigation, supervision or intake services which require them to meet certain standards of conduct. The incumbent performs all of the duties and exercises all of the responsibilities of a Probation Officer I; however, he/she is responsible for more complex assignments than those assigned to a Probation Officer I and exercises specialized skills regarding evaluating the conduct of probationers, analyzing data, making recommendations regarding court decisions and counseling and coaching probationers. The work is distinguished from a Probation Officer I by the complexity of the cases assigned, and responsibility for special projects. The work is performed under the general supervision of a Probation Supervisor I with limited leeway allowed for the use of independent judgment in carrying out the details of the work, and work guidance (e.g. lead work) may be provided to Probation Officers I and Probation Assistants. A Probation Officer II 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: You must be currently employed by the **Rockland County Department of Probation** and have one year of permanent competitive class status there as a Probation Officer I or Probation Officer I with any parenthetical language designation.

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. **Preparing written material** – These questions test for the ability to write the kinds of reports and correspondences 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. **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.
4. **Interviewing** – These questions test for knowledge of the principles and practices employed in obtaining information from individuals through structured conversations. These questions require you to apply the principles, practices, and techniques of effective interviewing to hypothetical interviewing situations. Included are questions that present a problem arising from an interviewing situation, and you must choose the most appropriate course of action to take.

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.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to Take a Written Test" helpful in preparing for this test. This publication is available online at: www.cs.ny.gov/testing/localtestguides.cfm.

Date Issued: 04/14/21