



PROBATION ASSISTANT (OC)
NYS #60019680 RC/EL #25138010

Examination to be held **June 28, 2025**; Last filing date **May 29, 2025**

A \$15 non-refundable application filing fee is required. Please refer to Supplement A for further information regarding the application/examination process. Applications are available at:

<https://www.rocklandcountyny.gov/departments/personnel/for-job-seekers/applicant-candidate-resources-forms>.

1. If applying online, completed applications and electronic payment 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 accompanied by a check or money order made payable to the Rockland County Commissioner of Finance.

POSITION EXISTS IN: Rockland County Probation Department.

RESIDENCE REQUIREMENTS: Candidates must be legal residents of the States of New York, New Jersey or Connecticut at the time of application submission for the examination.

SALARY: The starting salary is \$31.07 per hour for a 35-hour workweek with the County of Rockland. Salary will be prorated for less than full-time positions.

WHAT THE JOB IS LIKE: This is a para-professional position involving responsibility for assisting probation officers in a local probation agency with tasks which may include performing pre-dispositional/pre-trial related duties such as interviewing, and screening individuals arrested and/or otherwise not yet adjudicated/sentenced for suitability for pre-trial release, making recommendations for release, monitoring individuals released into the community whose cases are pending and notifying courts of case status. An employee in this title may also serve as a probation department's point of contact for transfer of records and files with other probation departments, law enforcement agencies or courts. He/she also assists in the control and supervision of probationers by performing tasks such as opening and closing cases, retrieving archived files, delivering documents to law enforcement agencies and the courts. He/she also assists with the collection of financial obligations, and processing intra and interstate transfers. Unlike a Probation Officer I, a Probation Assistant is not a Peace Officer pursuant to the New York State Criminal Procedure Law. The work is performed under the supervision of a Probation Supervisor I and/or higher-level administrator in accordance with applicable rules/regulations, statutes and/or policies and procedures as directed by the Probation Director, (Group C). Does related work as required.

When completing the application, your description of experience must specify the dates of your employment, the number of hours worked per week, your title, and the main duties for each. Be specific; vagueness will not be resolved in your favor. Candidates who submit incomplete applications or documentation may be disqualified.

MINIMUM QUALIFICATIONS: At the time of application submission, you must have:

- (a) An Associate's degree or higher in Criminal Justice, Human Services, Chemical Dependency Counseling, Business Administration, or comparable curriculum, or
- (b) Graduation from high school or possession of an equivalency diploma and two (2) years of experience in working with the public in a public or private human services agency or a criminal justice or juvenile justice agency.

SPECIAL REQUIREMENT: Possession of a valid driver's license or accessibility to transportation to meet field work requirements in a timely and efficient manner.

PROBATION ASSISTANT (OC) #60019680 (CONTINUED)

TRANSCRIPTS: If using college credits to qualify, official college transcripts must be sent directly from the educational institution to the Rockland County Department of Personnel at rcexams@co.rockland.ny.us no later than two (2) months after the last filing date; student transcripts are not acceptable. Failure to comply with the deadlines set herein may result in the disapproval of your application and/or disqualification from a resulting list of eligible candidates. Your college degree and/or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized by the U.S. Department of Education/U.S. Secretary of Education. 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. Candidates are responsible for any required evaluation fees. General Information Concerning Evaluation of Foreign Education and Training, including a list of acceptable companies who provide this service, is available here: <https://rocklandcountyny.gov/departments/personnel/applicant-candidate-resources-forms>.

Anticipated Eligibility - Age and Educational Requirements:

According to Civil Service Law, section 54 which became effective September 4, 2024, applicants who are within 12 months of meeting the minimum age or attaining the minimum educational requirements following the date of examination, may take the civil service exam, but will be restricted from certification until such a time that the minimum age or educational requirements are met. Candidates will be required to provide proof of qualifying age and/or education within 12 months of exam date in order to be eligible for appointment from a certified list.

ALL OUTSTANDING APPLICATION DOCUMENTATION: Must be submitted to the Rockland County Department of Personnel no later than two (2) weeks prior to the exam date. Failure to comply with the deadlines set herein may result in the disapproval of your application; disqualification from sitting for the examination; and/or disqualification from a resulting list of eligible candidates. These deadlines are subject to change by the Rockland County Department of Personnel upon notice to a candidate.

SUBJECT OF WRITTEN EXAMINATION:

1. 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.
2. 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.
3. 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.

USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAMINATION

TEST GUIDE: A Guide for the Written Test for **Probation** is available at the New York State website: <https://www.cs.ny.gov/testing/testguides.cfm> or the Rockland County Department of Personnel website: <https://rocklandcountyny.gov/departments/personnel/applicant-candidate-resources-forms>. If you do not have access to the internet, you may contact the Rockland County Department of Personnel to request a copy at (845) 364-3737 or RCEXAMS@co.rockland.ny.us.

Civil Service is an Equal Opportunity/Affirmative Action Employer

Date Issued: 05/01/2025