



**PROBATION SUPERVISOR I (PROM)**  
**NYS #70009160 RC/EL #25141010**

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.

**PARTICIPATING AGENCY:** Rockland County Probation Department.

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 first-line supervisory position in a probation department. The incumbent will supervise staff responsible for the control, supervision and care of adults and juveniles subject to probation investigations, supervision or intake services which requires them to meet certain standards of conduct. The incumbent may also direct the work of a moderate size staff and also oversee special projects. The work is distinguished from a Probation Officer II in that it is primarily supervisory in nature and the incumbent possesses greater independence of action. The work is performed under the supervision of a higher-level probation professional, and supervision is provided to Probation Assistants, Officers, and clerical staff. A Probation Supervisor I 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.

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 be currently employed by the **Rockland County Probation Department** and have one (1) year of permanent, competitive class status there as a Probation Officer II within a period of three (3) years immediately preceding the date of the examination.

**SPECIAL REQUIREMENTS:**

1. Individuals whose duties and responsibilities include the use of a firearm must also complete training pursuant to Criminal Procedure Law Section 2.30 (3).
2. Possession of a current driver's license or the ability to otherwise meet the transportation requirements of the position.

**NOTE:** If you were permanently appointed to a qualifying title and had provisional or contingent-permanent service in the same title immediately preceding the permanent appointment, such service shall be counted towards meeting the time in title required to apply for this examination.

**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.

**SEE NEXT PAGE**

**PROBATION SUPERVISOR I (PROM) #70009160 (CONTINUED)**

**SUBJECT OF WRITTEN EXAMINATION:**

1. Ensuring Effective Inter/Intra Agency Communications – These questions test for understanding of techniques for interacting effectively with individuals and agencies, to educate and inform them about topics of concern, to clarify agency programs or policies, to negotiate conflicts or resolve complaints, and to represent one's agency or program in a manner in keeping with good public relations practices. Questions may also cover interacting with the staff of one's own agency and/or that of other agencies in cooperative efforts of public outreach or service.
2. Preparing Written Material – These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.
3. Supervision – These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.
4. Probation Trends and Casework – These questions test for a candidate's knowledge of laws, rules, regulations and current probation trends, and the ability to apply casework supervision principles to situations typically relevant to and encountered in a probation setting.

**USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAMINATION**

**TEST GUIDE:** 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 'General Guide to Written Tests' helpful in preparing for this test. This publication is available online at: <https://www.cs.ny.gov/testing/testguides.cfm>

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**Date Issued: 05/01/2025**