



PROBATION OFFICER II (PROM)
NYS #70009150 RC/EL #25140010

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 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.

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 **Rockland County Probation Department** and have one (1) year of permanent, competitive class status there as a Probation Officer I or any parenthetical language designation 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.

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PROBATION OFFICER II (PROM) #70009150 (CONTINUED)

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. 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 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.
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.

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