

PLEASE POST CONSPICUOUSLY
EXAM ISSUED ON 04/25/16

GREENE COUNTY CIVIL SERVICE
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Announces a
PROMOTION EXAMINATION FOR
SENIOR PROBATION OFFICER
EXAM NO: 71751

REFER TO GENERAL INFORMATION ON REVERSE SIDE BEFORE COMPLETING APPLICATION

LAST FILE DATE: MAY 23, 2016
(Postmarked no later than 05/23/16)

EXAMINATION DATE: JUNE 25, 2016

SENIOR PROBATION OFFICER: This is a **PROMOTION EXAM**. The eligible list established from this exam will be used to fill future vacancies as they may occur within the Greene County Probation Department. This examination is open to all qualified employees of that Department currently holding the title of **PROBATION OFFICER on a permanent basis for TWO (2) YEARS by the last file date of 5/23/16**. Seniority points (see below) will be added to the score of the passing candidates. **SALARY RANGE: \$23.47 - \$33.01 per hour**.

NON-REFUNDABLE FILING FEE: \$15 check or money order is to be included with the application. **CASH NOT ACCEPTED**

TYPICAL WORK ACTIVITIES: (Illustrative only)

Carries out duties of a probation officer requiring specialized knowledge and skills; Performs all, or specialized, intake assignments; Serves as team leader where team approach is employed; Serves as specialist in employment matters concerning probationers; Carries out special projects in the area of probation research, study and development; Evaluates staff training needs and coordinates and/or conducts special in-service training programs for staff; Develops needed community resources and maintains working relationships with community organizations and programs; Performs public relation activities on behalf of agency; Directs a volunteer program with duties of orientation, training and coordination of the work of volunteers; Reviews investigation reports and probation supervision summaries; Prepares evaluations analyses of agency programs.

SUBJECTS OF EXAMINATION: A written test designed to evaluate knowledge, skills and /or abilities in the following areas

1. EDUCATING AND INTERACTING WITH THE PUBLIC: These questions test for knowledge of techniques used to interact effectively with individuals and/or community groups, to educate or inform them about topics of concern, to publicize or 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 others in cooperative efforts of public outreach or service.

2. 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.

3. 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.

4. PROBATION PROGRAMS AND SERVICES, INCLUDING TRENDS AND DEVELOPMENTS, LAWS, RULES AND REGULATIONS: These questions test for the candidates' knowledge of laws, rules and regulations relevant to probation and understanding of current trends and developments in probation programs and services with emphasis on pre-trial procedures, sentencing and sentencing alternatives and probation service and service delivery.

SPECIAL NOTE: 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 on line at: www.cs.ny.gov/testing/localtestguides.cfm

*******SENIORITY POINT SCHEDULE: ONE POINT FOR EACH CREDITABLE FIVE YEAR PERIOD*******

Less than 1 year	0 POINTS	Over 11 Years up to 16 Years	3 POINTS
1 Year to 6 Years	1 POINTS	Over 16 Years up to 21 Years	4 POINTS
Over 6 Years to 11Years	2 POINTS	Over 21 Years up to 26 Years	5 POINTS

USE OF A HAND-HELD BATTERY OR SOLAR-POWERED CALCULATOR IS ALLOWED AND YOU WILL NOT BE PERMITTED TO USE THE CALCULATOR FUNCTION OF YOUR CELL PHONE.