



Yates County Office of Civil Service
417 Liberty Street
Penn Yan, NY 14527

EXAMINATION ANNOUNCEMENT PROBATION OFFICER TRAINEE #60015890

YATES COUNTY ANNOUNCES AN OPEN COMPETITIVE EXAMINATION FOR PROBATION OFFICER TRAINEE (EXAM #60015890)

Type of Appointment:	Permanent	Rate of Pay:	\$27.64 per hour
Position Status:	Full Time		
Classification:	Competitive		
Location:	Yates County	Contract:	CSEA, Group X
Department:	Probation		
Vacancies:	The resulting eligible list will be used to fill current/future vacancies which may occur.	Exam Date:	June 28, 2025
Residency Requirement:	Candidates must be legal residents of Yates, Seneca, Steuben, Schuyler, or Ontario County 30 days prior to submitting your application.	Application Fee:	\$17.00 (non-refundable)
Posted:	March 19, 2025	Application Deadline:	May 28, 2025

SCOPE OF EXAMINATION

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.

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.

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.

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.

Calculator: Recommended

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>. Candidates not having access to a computer, or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

PROBATION OFFICER TRAINEE - JOB DESCRIPTION

GENERAL STATEMENT OF DUTIES:

Performs varied duties related to investigation and supervision in a local probation agency while participating in a continuous in-service training program; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS:

The trainee level is used to recruit to the probation field college graduates with a career interest in probation. Trainees receive on-the-job training while performing duties of a limited professional nature under close and continuing supervision. Trainee appointments are for a period of one (1) year, following which incumbents receiving satisfactory ratings will be advanced to the Probation Officer title without further examination.

TYPICAL WORK ACTIVITIES (Illustrative Only):

- Assists in the collection and analysis of social and legal history data, and in the preparation of investigation reports concerning cases pending in the courts;
- Helps to supervise probationers by counseling and otherwise assisting them to maintain lawful behavior in the community;
- Helps to maintain appropriate case records of persons under probation supervision;
- Makes home visits and other community contacts to assist in monitoring and adherence to conditions of probation;
- Helps to establish and maintain contact with persons and organizations in the community that may provide necessary resources for individuals serviced by the agency;
- May assist in counseling of persons under court order to pay family support when referred by collection unit;
- Attends on-the-job and special training sessions and participates in conferences and regular staff meetings;
- Studies and reviews literature and other appropriate materials related to probation, criminal justice, and social work to systematically acquire essential knowledge or profession;
- Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Basic knowledge of social sciences, including sociology, psychology and economics;

Basic knowledge of social service programs and other community resources;

Basic knowledge of factors related to crime and delinquency;

Good judgment in dealing with people;

Ability to understand, interpret and prepare written material;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Bachelor's degree, with at least thirty (30) credit hours in the social or behavioral sciences.

Note: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

ANTICIPATED ELIGIBILITY: *According to Civil Service Law, section 54, which became effective September 4, 2024, applicants who are **within 12 months** of attaining the minimum educational requirements (from the date of examination), may take the Civil Service exam, but will be restricted from certification until such a time that the educational requirements are met.*

TRAINING REQUIREMENTS: Within the first six (6) months of employment, Probation Officers are required to complete a two-week classroom program, Fundamentals of Probation Practice (FPP).

In addition, in accordance with New York State Laws, a Probation Officer is a Peace Officer and must satisfactorily complete training standards prescribed by the New York State Division of Criminal Justice Services, including completion of the Basic Course for Peace Officer Training (BCPO) within the first six (6) months of hire, as well as obtaining 21 hours of approved continuing education annually after the first 12 months of employment.

SPECIAL REQUIREMENT:

Possession of a valid New York State Driver's license is required at the time of appointment, and such license must be maintained in good standing throughout the tenure of employment in the position.

BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS: Each candidate will be subject to a thorough background investigation. Applicants may be required to authorize access to educational, financial, employment, criminal history, mental health records or other records. Conviction of a felony will bar appointment. Conviction of a misdemeanor or other offense is subject to evaluation and may bar appointment. Additional investigations may include but are not limited to questionnaires, interviews and background checks of any nature. At the discretion of the employing law enforcement agency, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to fingerprinting, polygraph and psychological testing. Drug testing is included in the required medical exam. Failure to meet the standards for any screenings may result in disqualification.

EEOE / DISCLAIMER:

Yates County is an Equal Employment Opportunity Employer. Yates County does not unlawfully discriminate in employment because of age, race, creed, color, national origin, sex, sexual orientation, disability, marital status, arrest

and/or criminal conviction record unless based on a bona fide occupational qualification or other exception, genetic predisposition, or domestic violence victim status.

The Yates County Personnel Office is responsible for job titles for all public employment positions within Yates County, excluding NYS Department of Education positions. There are numerous job titles that are shared between all of our appointing authorities. **Exam announcements** that are distributed for a job title you have within your workforce does not automatically mean that position is vacant, will become vacant or is currently being recruited for. It is the Personnel Officer's responsibility to be prepared for anticipated job vacancies, therefore, exams may be given in anticipation of upcoming retirements, promotions, etc. Requests to order exams may be submitted by appointing authorities as well. The majority of all Civil Service exams are scheduled by NYS Civil Service. Some exams, for example, are only given every 4 years, so it is in our best interest to give such exams when offered in order to be prepared. If a position is vacant or will become vacant, a **Vacancy Announcement** will be distributed and, on that announcement, it includes the work location along with other pertinent details pertaining to the location for which the vacancy will occur. **Exam Announcements are different from Vacancy Announcements and should not be misconstrued as being an advertisement for an open position.**