

**JEFFERSON COUNTY DEPARTMENT OF HUMAN RESOURCES**  
**County Office Building - 175 Arsenal Street**  
**Watertown, NY 13601**  
**www.co.jefferson.ny.us**

Valerie M. Nugent  
Director of Human Resources

**\* A NON-REFUNDABLE APPLICATION FEE OF \$15 MUST ACCOMPANY YOUR APPLICATION  
PLEASE USE THE PROMOTION APPLICATION AVAILABLE IN THE HUMAN RESOURCES OFFICE**

**PROMOTION EXAMINATION  
FOR  
NO. 70-240 PROBATION OFFICER 2**

**CANDIDATES MUST BE PERMANENTLY EMPLOYED IN THE JEFFERSON COUNTY  
PROBATION DEPARTMENT AND MUST HAVE SERVED CONTINUOUSLY ON A PERMANENT  
BASIS AS A PROBATION OFFICER/PROBATION OFFICER 1 FOR TWO YEARS IMMEDIATELY  
PRECEDING THE DATE OF THE WRITTEN TEST.**

**VACANCIES:** This list will be used to fill future vacancies, as they occur, in the Jefferson County  
Probation Department

**SALARY:** \$26.70 – \$34.36/hr.

**LAST FILING DATE: May 7, 2021**

**EXAMINATION DATE: June 26, 2021**

Disabled Persons and Persons needing Religious Accommodation: If special arrangements for testing are  
required, indicate this on your application form.

**EXAMPLES OF WORK:** (illustrative only)

Performs all the duties and exercises all the responsibilities of a Probation Officer 1 in situations requiring  
specialized knowledge or skills including supervising a caseload of offenders with extensive legal history and  
those requiring a high level of supervision;

Serves as the lead worker of a group of probation professionals or serves as team leader where a team approach  
is used such as in an electronic monitoring unit;

Designs and manages special projects such as analyzing and evaluating an agency's programs for management's  
review, coordinating probation programs or preparing, developing and carrying out a staff  
development/training program;

Oversees case transfers including reviewing and assigning transfer cases, fingerprinting, receiving non-compliant  
transferees back into the jurisdiction from other locations, and overseeing and consulting with professional  
and para-professional probation personnel about interstate transfers;

Advises supervisory staff regarding all training issues, maintains training records and reports training  
administered to the Division of Criminal Justice Services;

Performs community relations activities as required;

May use a firearm in performing duties and exercising authority pursuant to departmental policy.

**SCOPE OF EXAMINATION:** Written test will cover knowledge, skills, and/or abilities in such areas as:

**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.

**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.

**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.

**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 on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

This examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written test.

**Seniority** - Points will be added to an eligible score as follows: One point for each creditable five-year period

**JEFFERSON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.**

NOTE: Candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are prohibited. You may not bring books, reference materials, devices, or calculators which provide assistance beyond simple numerical computation. **THE USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAM.**

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:** With the exception of written tests announced by New York City, if you have applied to take a written test announced by New York State or any local jurisdiction (county, town, city) scheduled to be held on the same test date as this written test, you must indicate all pertinent examination (exam number, title, and location/jurisdiction) information on a separate piece of paper and submit it with your application.

CANDIDATES WILL BE NOTIFIED OF THE PLACE OF THE EXAMINATION.

\*A NON-REFUNDABLE fee of \$15 is required for each separately-numbered examination for which you apply. The required fee must accompany your application. Send check or money order payable to the **Jefferson County Treasurer** and write the examination title(s) and number(s) on your check or money order. **DO NOT SEND CASH.** File only for those examinations for which you are clearly qualified. An exception to the fee requirement will be made only for persons who provide proof that they are unemployed and are primarily responsible for the support of the household; or who are receiving Medicaid, Supplemental Security Income (SSI) payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. Individuals wishing to claim this waiver of fee must complete an **Application Fee Waiver Request and Certification Form**. This form is available at the Jefferson County Department of Human Resources office. Such claims are subject to later verification and, if not supported by appropriate documentation are grounds for barring appointment.

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