

**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. 70-241 PROBATION SUPERVISOR 1**

**CANDIDATES MUST BE PERMANENTLY EMPLOYED IN THE JEFFERSON COUNTY  
PROBATION DEPARTMENT AND MUST HAVE SERVED CONTINUOUSLY ON A PERMANENT  
BASIS AS A PROBATION OFFICER 2 FOR ONE YEAR OR AS A PROBATION  
OFFICER/PROBATION OFFICER 1 FOR THREE YEARS IMMEDIATELY PRECEDING THE DATE  
OF THE WRITTEN TEST.**

**VACANCIES:** At present, one vacancy exists with the Jefferson County Probation Department

**SALARY:** \$63,052 – \$70,248/yr.

**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)

Reviews initial case files, plans work activities and assigns cases to subordinate staff;  
Consults with and reviews the work of subordinate staff to ensure appropriate services are in place, assesses progress and revises probationer supervision plans as needed;  
Reviews and corrects written documents sent to courts including violation reports, court memorandums and pre-sentencing/pre-dispositional reports;  
Schedules and leads warrant teams by reviewing warrants, providing information, instructing staff and effectuating arrests;  
Explains rules, regulations, policies and procedures to subordinate staff;  
Oversees the development of efficient record-keeping systems and administrative procedures;  
Monitors the work of Probation Officer I Trainees, Probation Officers I and Probation Officers II/Senior Probation Officers in the field by to help ensure safety;  
Monitors the work of subordinate staff to ensure compliance with rules, regulations, policies and procedures;

Interviews candidates for employment and promotion;  
Confers with judges, court personnel, attorneys, police, educational and social agency personnel and various other groups and individuals on individual or departmental problems and/or other matters of concern to the probation department;  
Prepares records and reports related to the work performed;  
Oversees management of intra and/or interstate transfers of probation supervision to ensure compliance with applicable laws, rules and regulations;  
Oversees financial obligation processes to ensure compliance with applicable laws, rules and regulations;  
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:

**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.

**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.

**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.

**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.

**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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