



Department of Human Resources & Civil Service

Open Competitive Exam Announcement

Please Post Conspicuously

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OC-87024

Probation Officer (Community Liaison)

Examination Date:	June 15, 2024
Application Deadline:	April 25, 2024 – Applications must be submitted online or filed in our office by 5PM or postmarked by this date
Who May Apply:	Qualified applicants
Salary:	\$54,664 - \$75,071 annually (Monroe County)
Employment Opportunities:	The results of this exam may be used to fill vacancies, which may occur during the life of the eligible list.

Minimum Qualifications:

Candidates must meet the following minimum requirements on or before the date of the written exam:

- (A) Satisfactory completion of Probation Officer (Community Liaison) traineeship; or
- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, with a graduate degree in social work, social sciences, education, administration, law, criminal justice, or a related field; or
- (C) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, with a Bachelor's degree or higher with at least thirty (30) credit hours in the social or behavioral sciences and two (2) years of experience in counseling, law enforcement, juvenile or criminal justice, education, or casework in a probation, law enforcement, juvenile or criminal justice, corrections, community corrections, parole, social services, mental health, social work or other public or private human services agency.

AND

- (1) Completion of a major course of study which included a minimum of twenty-four (24) semester credit hours in Native American, African-American, Asian, Ethnic or Hispanic Cultural Studies from a regionally accredited college or university or one accredited by the New York State Board of Regents; or
- (2) Two years of close cultural association* with Native Americans, African-Americans, Asian or Hispanic individuals, or a work association in a criminal justice or juvenile justice setting which requires advocacy for or interaction with Native Americans, African-Americans, Asians or Hispanics.

Note: Course work at the graduate degree level in social work, social sciences, education, administration, law, criminal justice, or a related field may be substituted for work experience for a maximum of one (1) year of experience.

*Close cultural association is defined as involvement in cultural activities or cultural groups. Or participation in advocacy groups. Or involvement in religious or political groups or organizations. Work or volunteer experience that involves supervision or case management of minority persons is not considered as close cultural association for the purposes of meeting these minimum requirements.

Note: The class specifications including the minimum qualifications for positions in Probation Departments are

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PHONE: (585) 753-1700 WEB SITE: <http://www.monroecounty.gov>

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established by rule and regulations of the Division of Criminal Justice Services. These class specifications are found in Title 9 NYCRR Part 347, Appendix H-10, Standard specifications for Professional Probation Positions.

Note: This position is allocated to the competitive class pursuant to Executive Law Section 257(1).

Special Requirements:

Driver's license: Applicants must possess a valid New York State Class *D* driver's license at the time of appointment.

Additional Information:

1. **Physical/Medical:** Applicants must meet physical fitness and medical standards. **Drug testing is included in this medical examination.**
2. **Psychological Evaluations and Background Screenings:** Applicants will be subject to an extensive pre-employment background investigation and psychological evaluation.
3. **Citizenship:** Must be a United States citizen at time of appointment.
5. **Felony Conviction:** Conviction of a felony will bar appointment. Conviction of a misdemeanor or other offense is subject to evaluation and may bar appointment.
6. **Training Requirements:** Officers must successfully complete training in accordance with the New York State Division of Criminal Justice Services (DCJS) and New York State Office of Probation and Correctional Alternatives (OPCA).

Residency Requirement:

There is no residency requirement to participate in the examination.

Description of Duties:

This is a specialized entry-level professional position in a probation department in which the incumbent performs the duties and exercises the responsibilities of a Probation Officer (see Probation Officer classification specification) with additional responsibility for identifying and relating to specific problems experienced by a particular community group(s). The incumbent provides insight that could enhance and increase a probation department's awareness, experience, knowledge and sensitivity when needed to operate and evaluate the delivery of probation services to a diverse and pluralistic population. Supervision is not a characteristic of this position. The work is performed under the general supervision of a higher-ranking probation professional. A Probation Officer (Community Liaison) 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.

Scope of Examination:

The **written, multiple-choice 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.

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.

Calculators and Reference Materials:

Most civil service written tests do not require the use of a calculator or slide rule. However, the use of calculators is **RECOMMENDED** for this exam. Candidates have the option of bringing a hand-held, quiet, battery or solar-powered arithmetic calculator or a slide rule to the test room. Candidates will not be permitted to use calculators containing spell check, dictionary, language translator, address or telephone book, personal digital assistants, or typewriter keyboard features, or any similar devices. You may not bring books or other reference materials.

A **“Guide to Taking the Written Test for the Probation Series”** is available at the Monroe County Civil Service Office in Room 210, County Office Building, 39 West Main Street, Rochester, NY 14614. The guide is also available on the Monroe County Web Site listed at the bottom of this page or by sending a self-addressed, stamped envelope to the above address. This guide contains sample test questions similar to the question that will be used in this written test.

This written examination is being prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with the preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

----- **BASIC CIVIL SERVICE INFORMATION** -----

Applications:

If you are applying for more than one exam, a separate application is required for each exam. Applications may be obtained at the address or web-site indicated at the bottom of the first page of this announcement.

Candidates must record the Exam Number and Title on the Application.

Note:

Submission of a resume does not relieve you of the responsibility for completing all sections of the official application. The resume is a supplement to the application, and not a substitute for it. To receive credit for a job, basic employment information such as address, name and title of supervisor, average number of hours in the workweek, final salary, reason for leaving, specific job duties, your job title, etc. must be shown.

Certifications and Appointments:

The eligible list resulting from this examination will be established in accordance with the final earned numerical rating of passing candidates regardless of residence. A municipality or district may exercise its right under Section 23 of the Civil Service Law to request an initial certification of eligibles who have been residents of that municipality or district for at least one (1) month on the date of certification and who are also legal residents of the appointing jurisdiction at the time of appointment, in accordance with their numerical rating. After the names of residents have been exhausted the Commission must then certify in regular rank order the names of non-residents on the list.

Background Investigation:

Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

Veteran's Credits:

Veterans entitled to and wishing to claim additional points must file in the Monroe County Department of Human Resources an Application for Veteran's Credits (VC-1) form, and a copy of their military discharge papers (DD-214). Disabled veterans must also file two (2) copies of an Authorization for Veteran's Disability Record (VC-4) with Veterans Affairs. These forms are available at the Monroe County Department of Human Resources and must be filed within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

Candidates currently on active duty may apply within thirty (30) days of the examination. Upon discharge, candidates must submit a copy of their military discharge papers (DD-214). Any extra points will be applied upon our receipt of the discharge papers.

Active Military Members:

Special testing arrangements may be available to applicants who are active military members. For further information contact the Monroe County Department of Human Resources before submitting an application.

Children of Firefighters and Police Officers Killed in the Line of Duty:

In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit must provide the necessary documentation to verify additional credit eligibility within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

Special Arrangements for Examination:

If you need an alternate test date because you are a Religious Observer [for religious reasons, cannot be tested on date of examination(s)], if you have a disability that requires special accommodations for you to participate in an examination, or if you require any other kind of special accommodations, you must notify us at the address or telephone numbers listed on the front page of this announcement by the application deadline. Indicate your request on the front of your application for each exam, and under separate cover submit a statement outlining the reason for your request, the exam number(s) and title(s), and attach supporting documentation.

Multiple Exam Takers:

Persons also applying for examinations offered by the City of Rochester and/or New York State Civil Service Commission held on the same date must complete a crossfiler form, available from the Monroe County Department of Human Resources, which will provide for special arrangements. Arrangements must be made to take **ALL** examinations at **ONE** test site. Unless this form is filed with the Monroe County Department of Human Resources three (3) weeks prior to the exam date, we cannot ensure that such arrangements will be made. **If you are taking multiple exams on the same date with Monroe County Civil Service Commission only, you do not have to file a cross-filer form.**

Candidates taking more than one (1) exam in **different** exam series will be allowed the specified length of time for each exam, up to a maximum of eight (8) hours. Example: If you are taking one (1) exam which allows six (6) hours and another exam in a different series which allows four (4) hours, you must complete both tests in eight (8) hours, but you can spend no more time on each exam than the time allotted for that exam.

Candidates taking more than one (1) exam in the **same** exam series will be allowed up to the specified length of time for each exam. Example: If you are taking two (2) exams in the same series with a maximum time of five (5) hours for each exam, you can spend no more than five (5) hours to complete both exams.

Admission to Examination:

All applications will be reviewed after the "Closing Date for Filing" listed on the front page of this announcement. If there is a problem with your application, you will be notified in writing and given an opportunity to submit additional information to support your application. If there are no problems with your application, you will be sent an admission notice approximately one week before the exam date.

If you have not received your admission notice to appear for the examination **three days** before the date of the exam, call the Monroe County Department of Human Resources at (585) 753-1700.

Issue Date: April 5, 2024