



THE CITY OF NEW YORK
 DEPARTMENT OF CITYWIDE
 ADMINISTRATIVE SERVICES
 APPLICATION UNIT
 1 CENTRE STREET, 14th FLOOR
 NEW YORK, NY 10007

REQUIRED FORMS
APPLICATION FORM
EDUCATION AND EXPERIENCE TEST PAPER
FOREIGN EDUCATION FACT SHEET (IF APPLICABLE)

MICHAEL R. BLOOMBERG
 Mayor

MARTHA K. HIRST
 Commissioner

NOTICE OF EXAMINATION

PROBATION OFFICER

Exam No. 0142

<p>WHEN TO APPLY: From: June 2, 2010 To: June 22, 2010</p>	<p>APPLICATION FEE: \$40.00 Payable by mail by money order to D.C.A.S. (EXAMS), or payable online by credit card, bank card, or debit card.</p>
<p>THE TEST DATE: The multiple-choice test is expected to be held on Saturday, November 20, 2010.</p>	

WHAT THE JOB INVOLVES: Probation Officers, under supervision, with some latitude for independent or un-reviewed action or decision, perform difficult and responsible work in the field of probation providing assigned individuals services in intake, investigation, supervision, and enforcement. They make preliminary investigations of defendants' alleged crimes or offenses; obtain information on offenders' legal, economic, and psycho-social history and background; interpret conditions of sentence to persons placed under probation supervision; provide therapeutic counseling to probationers individually or in groups, and supervise their progress; assist Family Court in making appropriate determinations in very complex and sensitive cases; act as liaison between the department and the courts; secure and clarify information, answer questions, prepare and submit written reports and recommendations, including revocation of probation if necessary; keep track of court cases in which the department is involved; refer probationers to social, governmental or community agencies which may assist in probationer's rehabilitation; perform field work, which includes home visits to individuals under investigation or supervision; correspond with and make collateral visits to friends, relatives, community agencies, employers, former employers, churches, schools, law enforcement agencies, and others; prepare and maintain case records; provide specialized services in research and demonstration projects; provide intake service to determine the necessity for court intervention or adjust matters without referral to court; operate a motor vehicle; serve as department representative, as may be required; receive instruction in the use of deadly physical force, firearms and other weapons; may operate a computer; may assist in the supervision of volunteers; may perform violation of probation warrant investigations, enforce Violation of Probation warrants, execute warrants, perform "failure to report" investigations and requisite field visits, detain or take into custody probationers wanted by law enforcement agencies, assist the Office of General Counsel in the preparation of cases for the Violation of Probation process, and execute search orders; and perform related work.

Some of the physical activities performed by Probation Officers and environmental conditions experienced are: walking to and from sites for court and field visits; making field visits in all kinds of weather; making field visits to potentially dangerous areas; making visual observations/surveillances of locations; reading documents; sitting for extended periods of time; communicating orally; when assigned to Field Services Unit, carrying weapon and executing warrants and taking into custody probationers wanted by law enforcement agencies.

Special Working Conditions: Probation Officers may be required to work rotating shifts including nights, Saturdays, Sundays, and holidays.

(This is a brief description of what you might do in this position and does not include all the duties of this

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position.)

THE SALARY: The current minimum salary is \$37,241 per annum. This rate is subject to change.

HOW TO APPLY: If you believe that you meet the requirements in the "How to Qualify" section, you must submit an application using one of the following options:

1. **Online at the DCAS WEBSITE:** Go to the Online Application System (OASys) at www.nyc.gov/examsforjobs and follow the onscreen application instructions for electronically submitting your application and completing any required forms. The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or prepaid debit card which you may purchase online or at various retail outlets.
2. **By mail:** Refer to the "Required Forms" section below for the forms that you must fill out. Return all completed forms and the application fee to DCAS Application Unit, 1 Centre Street, 14th floor, New York, NY 10007.

DCAS will not accept applications in person from candidates.

Special Circumstances Form: This form is included in the application package and located online at the above DCAS website. It gives important information about requesting an alternate test date because of religious observance or a special test accommodation for disability, claiming Veterans or Legacy credit, and notifying DCAS of a change in your mailing address. Follow all instructions on the Special Circumstances form that pertain to you when you complete your Application for Examination.

You may be given the test before we review your qualifications. You are responsible for determining whether or not you meet the qualification requirements for this examination prior to submitting your application. If you are marked "Not Qualified," your application fee will not be refunded and you will not receive a score.

HOW TO QUALIFY:

Education and Experience Requirements: By the **last day of the Application Period** you must have:

1. a graduate degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA) in social work, education, law, sociology, psychology, criminology, rehabilitation counseling, counseling, guidance, or a closely related field; or
2. a baccalaureate degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA) and two years of satisfactory full-time experience in casework or counseling in a recognized social work/counseling setting adhering to acceptable professional standards in the field of probation, parole, social services, psychiatric social work, or a closely related field; or
3. a Bachelor of Social Work degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA) and one year of satisfactory full-time experience in casework or counseling as described in (2) above; or
4. a baccalaureate degree from an accredited college or university, accredited by regional, national, professional or specialized agencies recognized as accrediting bodies by the U.S. Secretary of Education and by the Council for Higher Education Accreditation (CHEA) and one year of satisfactory, full-time experience in the field of probation providing services for assigned individuals in intake, investigation, supervision or enforcement; or
5. a satisfactory combination of education and/or experience which is equivalent to "1," "2," "3" or "4" above. **However, all candidates must have at least a baccalaureate degree from an accredited college or university.** Graduate credits in the fields listed in "1" above may be substituted for up to one year of experience as described in "2" above on the basis of 30 college semester credits for one year of experience.

In order for experience to be acceptable, at least 60% of your time must be spent performing duties which involve therapeutic interaction used to modify behavior. The experience must include at least one of the following areas: intake and developing and recording a psycho-social history; conducting an evaluative analysis or assessment; providing counseling or supportive supervision; developing and implementing a treatment plan; or providing referral and follow-up services. **Such experience must have been gained after receipt of a baccalaureate degree.** Experience as a tutor, clerical worker, peer counselor, leader/companion, recreational

counselor, legal assistant, investigator, camp counselor, eligibility specialist or custodial supervisor is not acceptable.

Driver License Requirement: You must possess a motor vehicle driver license valid in the State of New York at the time of appointment. If you have moving violations, a license suspension or an accident record, you may be disqualified. This license must be maintained for the duration of your employment.

Medical and Psychological Requirements: Medical guidelines have been established for the position of Probation Officer. You will be examined to determine whether you can perform the essential functions of a Probation Officer. Where appropriate, a reasonable accommodation will be provided for a person with a disability to enable him or her to take the medical examination and/or to perform the essential functions of the job. Certain assignments in which firearms are used require eligibles to undergo a psychological evaluation.

Drug Screening Requirement: You must pass a drug screening in order to be appointed.

Peace Officer Training Certification Requirement: You must satisfy the training requirements established by the State of New York for Peace Officers. Once obtained, this certification must be maintained for the duration of your employment.

Character: Proof of good character is an absolute prerequisite to appointment. The following are among the factors which may be cause for disqualification: (a) conviction of an offense, the nature of which indicates lack of good moral character or disposition toward violence or disorder, or which is punishable by one or more years of imprisonment; (b) repeated convictions of an offense, where such convictions indicate a disrespect for the law; (c) discharge from employment, where such discharge indicates poor behavior or inability to adjust to discipline; (d) dishonorable discharge from the Armed Forces.

Residency: According to section 255 of the New York State Executive Law, Probation Officers may reside in any county within New York State.

English Requirement: You must be able to understand and be understood in English.

Citizenship: United States Citizenship is required at the time of appointment.

Age Requirement: In accordance with section 257 of the Executive Law, you must have reached your 21st birthday by the time of appointment. However, there is no minimum age to file for this examination.

REQUIRED FORM(S):

1. **Application for Examination:** Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.
2. **Education and Experience Test Paper:** Fill out Sections **A.1, A.4, A.5 (if applicable), A.6 (if applicable) and B.** This form must be filled out completely and in detail for you to receive your proper rating. Keep a copy of your completed Education and Experience Test Paper for your records. **If you are applying by mail,** write your social security number in the box at the top right side of the cover page, and the examination title and number in the box provided. **If you are applying online,** follow the online instructions.
3. **Foreign Education Fact Sheet (Required only if you need credit for your foreign education to meet the education and experience requirements):** If you were educated outside the United States, you must have your foreign education evaluated to determine its equivalence to education obtained in the United States. The services that are approved to make this evaluation are listed on the Foreign Education Fact Sheet included with your application packet. When you contact the evaluation service, ask for a "**course-by-course**" evaluation (which includes a "document-by-document" evaluation) of your foreign education. You must have one of these services submit its evaluation of your foreign education directly to the Department of Citywide Administrative Services no later than eight weeks from the last date for applying for this examination.

THE TEST: You will be given a multiple-choice test. Your score on this test will be used to determine your place on an eligible list. You must achieve a score of at least 70% to pass the test. The multiple-choice test may include questions requiring the use of any of the following abilities:

Written Comprehension: understanding written sentences and paragraphs.

Written Expression: using English words or sentences in writing so that others will understand.

Memorization: remembering information, such as words, numbers, pictures and procedures. Pieces of information can be remembered by themselves or with other pieces of information.

Problem Sensitivity: being able to tell when something is wrong or is likely to go wrong. It includes being able to identify the whole problem as well as elements of the problem.

Deductive Reasoning: applying general rules to specific problems and coming up with logical answers. It involves deciding if an answer makes sense.

Inductive Reasoning: combining separate pieces of information, or specific answers to problems, to form general rules or conclusions. It involves the ability to think of possible reasons for why things go together.

Information Ordering: following correctly a rule or set of rules or actions in a certain order. The rules or set of rules used must be given. The things or actions to be put in order can include numbers, letters, words, pictures, procedures, sentences, and mathematical or logical operations.

Note: You are not permitted to enter the test site with calculators, cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you are found to be in possession of any of these devices, you may not receive your test results, your test score may be nullified, and your application fee will not be returned.

ADMISSION CARD: You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14th floor, Manhattan, to obtain a duplicate card.

THE TEST RESULTS: If you meet the education and experience requirements and pass the multiple-choice test, your name will be placed in final score order on an eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for appointment when your name is reached on the eligible list.

ADDITIONAL INFORMATION:

Selective Certification for Foreign Language: If you can speak and understand Spanish, you may be considered for appointment to positions requiring this ability through a process called Selective Certification. If you pass a qualifying test, you may be given preferred consideration for positions requiring this ability. Follow the instructions given to you in the multiple-choice test booklet on the day of the test to indicate your interest in such Selective Certification. This requirement may be met at any time during the duration of the list. If you meet this requirement at some future date, please submit documentation by mail to: DCAS Bureau of Examinations-USEG, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number and your social security number on your correspondence.

The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the Application Unit of the Division of Citywide Personnel Services, 1 Centre Street, 14th Floor, NY, NY.

The City of New York is an Equal Opportunity Employer.

Title Code No. 51810; Probation Occupational Group.

For information about other exams, and your exam or list status, call 212-669-1357.
Internet: nyc.gov/dcas