



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

REQUIRED INFORMATION
APPLICATION
EDUCATION AND EXPERIENCE TEST
FOREIGN EDUCATION EVALUATION GUIDE (IF APPLICABLE)

BILL DE BLASIO
 Mayor

STACEY CUMBERBATCH
 Commissioner

NOTICE OF EXAMINATION

PROBATION OFFICER
Exam No. 6029

WHEN TO APPLY: From: December 2, 2015 To: December 22, 2015
APPLICATION FEE: \$61.00
 If you choose to pay the application fee with a credit/debit/gift card, you will be charged a fee of 2.49% of the payment amount. This fee is nonrefundable.
THE TEST DATE: Multiple-choice testing is expected to begin on Monday, March 7, 2016.

YOU ARE RESPONSIBLE FOR READING THIS NOTICE IN ITS ENTIRETY BEFORE YOU SUBMIT YOUR APPLICATION.

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 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 position.)

THE SALARY: The current minimum salary is \$41,514 per annum. This rate is subject to change.

HOW TO APPLY: If you believe you meet the requirements in the "How to Qualify" section, submit an application on the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen application instructions for electronically submitting your application and payment, and completing any required information. A unique and valid email address is required to file online. Several internet service providers, including but not limited to Google, Yahoo!, AOL, Outlook.com, and Mail.com offer free email addresses. **All new OASys accounts require verification before a candidate can submit an application to ensure the accuracy of candidate information. Verification is instantaneous for most accounts, but some accounts may require up to 24 hours to be reviewed by a staff member and resolved. Email notification will be sent to those creating accounts that require additional documentation before they can be resolved. Please keep this information and the application period deadline in mind when creating your account.** The following methods of payment are acceptable: major credit card, bank card associated with a bank account, or a prepaid debit card with a credit card logo which you may purchase online or at various retail outlets.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

If you are receiving or participating in certain forms of public assistance/benefits/programs, or are a veteran, you may qualify to have the application fee waived. For more information on eligibility for a fee waiver and documentation requirements, visit the Fee Waiver FAQ on the Online Application System at <https://a856-eeexams.nyc.gov/OLEE/oasys/FAQFeeWaiver.aspx>.

You may come to the DCAS Computer-based Testing & Applications Centers to file for this examination online and submit a money order payable to DCAS (Exams) or to submit documentation for a fee waiver.

The centers will be open Monday through Saturday from 9:00 AM to 5:00 PM:

Manhattan
2 Lafayette Street
17th Floor
New York, NY 10007

Brooklyn
210 Joralemon Street
4th Floor
Brooklyn, NY 11201

Special Circumstances Guide : This guide is located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/pdf_c_special_circumstances.pdf and available at the DCAS Computer-based Testing & Applications Centers. This guide 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 Guide that pertain to you when you complete your "Application for Examination."

HOW TO QUALIFY: You may be given the test before we verify 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.

Education and Experience Requirements: You must have the following:

1. a graduate degree from an accredited college or university, in social work, education, law, sociology, psychology, criminology, rehabilitation counseling, counseling, guidance, or a related field; or
2. a baccalaureate degree from an accredited college or university, 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 related field; or
3. a Bachelor of Social Work degree from an accredited college or university, 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, 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 graduate semester credits for one year of experience.

In order for experience in casework and/or counseling 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.

The education requirement must be met by January 31, 2016. The experience requirement must be met by the last day of the Application Period (December 22, 2015).

The college or university must be 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).

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. This is required only if you need credit for your foreign education in this examination.

You must clearly specify in detail all of your relevant education and experience on your Education and Experience Test and submit it by the end of the Application Period. If you are currently employed by the City of New York, do not assume that persons reviewing your Education and Experience Test will know information which you do not provide on your Education and Experience Test, including information about your current job. If you have applied for a previous examination, do not assume that persons reviewing your Education and Experience Test will know about information you provided on a previous Education and Experience Test.

You will not receive credit for education which you obtain after January 31, 2016 or experience which you obtain after the end of the Application Period.

Driver License Requirement: By the time you are appointed to this position, you must have a motor vehicle driver license valid in the State of New York. If you have moving violations, license suspension(s) 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. Candidates will be examined to determine whether they can perform the essential functions of the position of 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 Officer. Once obtained, this certification must be maintained for the duration of your employment.

Character and Background: Proof of good character and satisfactory background will be absolute prerequisites to appointment. The following are among the factors which ordinarily would be cause for disqualification: (a) arrest record conviction of an offense, the nature of which indicates lack of good moral character or disposition toward violence or disorder; (b) repeated arrests or 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; and (e) conviction of petit larceny. In accordance with provisions of law, persons convicted of a felony or domestic violence misdemeanor are not eligible for appointment to the title of Probation Officer.

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. There is no minimum age to file for this examination. However, if you are too young for appointment on the date the eligible list is terminated, you will have no further opportunity for appointment from this list.

Proof of Identity: Under the Immigration Reform and Control Act of 1986, you must be able to prove your identity and your right to obtain employment in the United States prior to employment with the City of New York.

REQUIRED INFORMATION:

- 1. Application for Examination:** Follow the online instructions, including those relating to the payment of fee and, if applicable, those found in the Special Circumstances Guide.
- 2. Education and Experience Test:** Fill out **Sections A.4 (Undergraduate Education) and the following sections applicable to you: A.1 (Foreign Education Evaluation), A.5 (Graduate Education), A.6 (Courses), and B (Employment/Work Experience)**. This test must be filled out completely and in detail for you to receive your proper rating. Follow the online instructions.
- 3. Foreign Education Evaluation Guide (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 Evaluation Guide located on the DCAS website at www.nyc.gov/html/dcas/downloads/pdf/misc/foreigneducation.pdf. 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: The multiple-choice test may be given at a computer terminal or in paper and pencil format. You will be informed of the format on your Admission Notice. 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 is designed to assess the extent to which candidates have certain abilities determined to be important to the performance of the tasks of a Probation Officer. Task areas to be tested are as follows: Case Management, Forms and Reports, Field Service Activities, Specialized Duties.

The test may include questions requiring the use of any of the following abilities:

Written Comprehension: understanding written sentences and paragraphs. Example: A Probation Officer might use this ability when reading a pre-sentence investigation report.

Written Expression: using English words or sentences in writing so that others will understand. Example: A Probation Officer might use this ability when writing a Violation of Probation report.

Memorization: remembering information, such as words, numbers, pictures and procedures. Pieces of information can be remembered by themselves or with other pieces of information. Example: A Probation Officer might use this ability when recalling details for an Investigation report.

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. Example: A Probation Officer might use this ability when making referrals regarding services for individual probationers.

Deductive Reasoning: applying general rules to specific problems and coming up with logical answers. It involves deciding if an answer makes sense. Example: A Probation Officer might use this ability when making recommendations to the court about a probationer's sentencing.

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. Example: A Probation Officer might use this ability when applying and enforcing the conditions of probation.

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. Example: A Probation Officer might use this ability when using the proper steps to complete a pre-sentence investigation report.

Time Sharing: ability to shift back and forth between two or more sources of information. Example: A Probation Officer might use this ability when looking at different sources of information regarding a probationer, such as schools and family members, when writing a pre-sentence investigation report.

Certain questions may need to be answered on the basis of documents or other information supplied to the candidates on the date of the multiple-choice exam.

Warning: You are not permitted to enter the test site with cellular phones, beepers, pagers, cameras, portable media players, or other electronic devices. Calculators are **not** permitted. Electronic devices with an alphabetic keyboard or with word processing or data recording capabilities such as planners, organizers, etc. are prohibited. If you use any of these devices in the building at any time before, during, or after the test, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

You may not have any other person, including children, present with you while you are being processed for or taking the test, and no one may wait for you inside of the test site while you are taking the test.

Required Identification: You are required to bring one (1) form of valid (non-expired) signature and photo bearing identification to the test site. The name that was used to apply for the exam must match the first and last name on the photo ID. A list of acceptable identification documents is provided below. **If you do not have an acceptable ID, you may be denied testing.** Acceptable forms of identification (bring one) are as follows: State issued driver's license, State issued identification card, US Government issued Passport, US Government issued Military Identification Card, US Government issued Alien Registration Card, Employer ID with photo, or Student ID with photo.

Leaving: You must leave the test site once you finish the test. If you leave the test site after being fingerprinted but before finishing the test, you will not be permitted to re-enter. If you disregard this instruction and re-enter the test site, you may not receive your test results, your test score may be nullified, and your application fee will not be refunded.

ADMISSION NOTICE: You should receive an Admission Notice in the mail about 10 days before the date on which testing is expected to begin. If you do not receive an Admission Notice at least 4 days before the date on which testing is expected to begin, you must go to the Administration, Customer and Exam Support Group, 1 Centre Street, 14th Floor, Manhattan, to obtain a duplicate notice. Test site assignments will take your address into consideration, but proximity cannot be guaranteed.

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.

CHANGE OF MAILING AND/OR EMAIL ADDRESS: It is critical that you promptly notify DCAS of any change to your mailing address and/or email address. You may miss important information about your exam(s) or consideration for appointment, including important information that may require a response by a specified deadline, if we do not have your correct mailing and/or email address. Change of mailing and/or email address requests submitted to any place other than DCAS, such as your Agency or to the United States Postal Service will NOT update your records with DCAS. To update your mailing and/or email address with DCAS, you must submit a change request by mail or in person. Your request must include your full name, social security number, exam title(s), exam number(s), old mailing and/or email address, and your new mailing and/or email address. Your request can be mailed to DCAS Records Room, 1 Centre Street, 14th Floor, New York, NY 10007 or brought in person to the same address Monday through Friday from 9AM to 5PM.

ADDITIONAL INFORMATION:

Selective Certification for Foreign Language: If you can speak, read or write Albanian, Arabic, Bengali, Bosnian Serbo-Croatian, Chinese (Cantonese), Chinese (Mandarin), French, Greek, Haitian/Creole, Hindi, Italian, Korean, Polish, Portuguese, Russian, Spanish, Tibetan, Urdu, Vietnamese, West African Language (e.g. Ibo), Yiddish, or you know American Sign Language, 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 on the day of the multiple-choice 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 the Selective Certification requirement at some future date, please submit a request by mail to: DCAS Bureau of Examinations - Exam Development Group, 1 Centre Street, 14th Floor, New York, NY 10007. Please include the examination title and number, your social security number, and the specific foreign language(s) on your correspondence.

SPECIAL ARRANGEMENTS:

Make-up Test: You may apply for a make-up test if you cannot take the test on the regular test date(s) for any of the following reasons:

- (1) compulsory attendance before a public body;
- (2) on-the-job injury or illness caused by municipal employment where you are an officer or employee of the City;
- (3) absence from the test within one week after the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner where you are an officer or employee of the City;
- (4) absence due to ordered military duty;
- (5) a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible; or
- (6) a temporary disability, pregnancy-related, or child-birth-related condition preventing you from taking the test.

To request a make-up test, contact the Administration, Customer and Exam Support Group in person or by mail at 1 Centre Street, 14th Floor, New York, NY 10007, as soon as possible and provide documentation of the special circumstances that caused you to miss your test.

PENALTY FOR MISREPRESENTATION: Any intentional misrepresentation on the application or examination may result in disqualification, even after appointment, and may result in criminal prosecution.

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 at nyc.gov/dcas and at the DCAS Computer-Based Testing and Applications Centers.

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**