



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATIONS CENTER
18 WASHINGTON STREET
NEW YORK, NY 10004

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. 2064

WHEN TO APPLY: From: December 4, 2002
To: December 24, 2002

APPLICATION FEE: \$35.00
Payable only by money order to D. C. A. S. (EXAMS)

THE TEST DATE: Multiple-choice test expected to be held on **Saturday, March 15, 2003.**

WHAT THE JOB INVOLVES: Probation Officers, under supervision, with some latitude for independent or unreviewed action or decision, perform work of varying degrees of difficulty and responsibility in the field of probation providing services for assigned individuals in intake, investigation, supervision, and enforcement; 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.

(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 \$33,084 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, refer to the "Required Forms" section below for the form(s) that you must fill out. Return all completed form(s) and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. Applications will not be accepted in person.

HOW TO QUALIFY:

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

- (a) a graduate degree from an accredited college in social work, education, law, sociology, psychology, criminology, rehabilitation counseling, counseling, guidance, or a related field; or
- (b) a baccalaureate degree from an accredited college 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
- (c) a Bachelor of Social Work degree from an accredited college and one year of satisfactory full-time experience in casework or counseling as described in (b) above; or
- (d) a baccalaureate degree from an accredited college 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
- (e) a satisfactory combination of education and/or experience which is equivalent to (a), (b), (c) or (d). **However, all candidates must have at least a baccalaureate degree from an accredited college.** Graduate credits from an accredited college in the fields listed in (a) above may be substituted for up to one year of experience as described in (b) above on the basis of 30 semester credits for one year of experience.

In order for casework and/or counseling experience to be acceptable for meeting the qualification requirements, 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

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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.

You may be given the test before we check your qualifications.

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. 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.

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: Candidates must be able to understand and be understood in English.

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

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.

Age Requirement: In accordance with section 257 of the Executive Law, eligibles must have reached their 21st birthday by the time of appointment. However, there is no minimum age in order for candidates to file for this position.

REQUIRED FORMS:

- 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:** Write your social security number, the examination title and number in the box at the top right side of the cover page. Fill out Sections A.1, A.2, A.3, A.4, 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.
- 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 which may require 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.

Number Facility- adding, subtracting, multiplying and dividing quickly and correctly.

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.

Spatial Orientation- determining where you are in relation to the location of some object or to tell where the object is in relation to you.

Visualization- imagining how something would look when it is moved around or when its parts are moved or rearranged. It requires the forming of mental images of how patterns or objects would look after certain changes, such as unfolding or rotation. One has to predict how an object, set of objects, or pattern will appear after the changes have been carried out.

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 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.

Peace Officer Training: Appointees must successfully complete a course of peace officer training, which includes instruction in deadly physical force and the use of firearms and other weapons, and may be required to carry a firearm on duty if a particular assignment requires it.

SPECIAL TEST ACCOMMODATIONS: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, follow the instructions included with the "Application for Examination."

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 Applications Center of the Division of Citywide Personnel Services, 18 Washington Street, 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/html/dcas