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DEPARTMENT OF CITYWIDE ADMINISTRATIVE SERVICES
BUREAU OF EXAMINATIONS

YUME KITASEI
Commissioner

NOTICE OF EXAMINATION

PROBATION OFFICER
Exam No. 6087
AMENDED NOTICE - March 11, 2026

WHEN TO APPLY: From: **March 4, 2026**
To: **March 24, 2026**

APPLICATION FEE: \$68.00

Candidates paying the application fee with a credit, debit, or gift card will incur a nonrefundable 2.00% service fee. However, veterans, unemployed individuals, and those receiving public assistance or supplementary security income qualify for a fee waiver.

THE TEST DATE: Multiple-choice testing is expected to begin on **Thursday, June 11, 2026.**

The Notice of Examination is amended to update the salary information from \$51,699 to \$61,386. Candidates who previously applied do not need to apply again.

**YOU ARE RESPONSIBLE FOR READING THIS ENTIRE NOTICE
BEFORE YOU SUBMIT YOUR APPLICATION.**

WHAT THE JOB INVOLVES:

Probation Officers, under supervision, with some latitude for independent or unreviewed 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 liaisons 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, places of worship, 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 motor vehicles; serve as department representatives, 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 Probation Violation 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. All Probation Officers perform related work.

Special Working Conditions:

Probation Officers will be required to work various shifts including nights, Saturdays, Sundays, and holidays.

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/surveillance of locations; reading documents; sitting for extended periods of time; communicating orally; when assigned to a field unit, carrying a weapon and executing warrants and taking into custody people on probation wanted by law enforcement agencies. All Probation Officers perform related work.

(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 \$61,386 per annum. This rate is subject to change.

HOW TO QUALIFY:

You may be given the test before we verify your qualifications. It is your responsibility to ensure that you meet the education and experience requirements for this examination before submitting your application. If you are deemed "Not Qualified," your application fee will not be refunded and you will not receive an Admission Notice or score. (For more information see Exam Site Admission section.)

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

As per Section 54(2) of the Civil Service Law, the education requirement needed to qualify must be met by March 24, 2027. The experience requirement needed to qualify must be met by the last day of the Application Period (March 24, 2026).

EDUCATION AND EXPERIENCE REQUIREMENTS:

1. Satisfactory completion of a Probation Officer traineeship; **or**
2. A graduate degree from an accredited college or university in social work, social sciences, education, administration, law, criminal justice, or a related field; **or**
3. A bachelor's degree from an accredited college or university including thirty (30) semester credits 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; **or**
4. A satisfactory combination of education and/or experience which is equivalent to "1", "2", or "3" above. Graduate credits from an accredited college or university in social work, social sciences, education, administration, law, criminal justice, or a related field may be substituted for up to one year of experience as described in "3" 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 50% 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.

Social science includes areas of study concerned with humans living in relation to other humans in a social environment and such as anthropology, criminal justice, economics, geography, history, political science, psychology, and sociology.

Behavioral science is a subset of social science characterized by observation of the behavior of living organisms and focused on human social behavior such as psychology, sociology, anthropology, counseling, criminal justice, gerontology, human behavior, social work/social welfare, and vocational rehabilitation.

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). The law school must be accredited by the American Bar Association or the California Bar Association.

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. For more information see the Foreign Education Evaluation Guide in the Required Information section.

During the Education and Experience Exam (EEE), you will get instructions on converting part-time experience to the full-time equivalent.

You must Final Submit your Education and Experience Exam in OASys by midnight Eastern time on the last day of the Application Period, and once you Final Submit, no changes can be made.

Failure to click Final Submit by the deadline will result in an incomplete application, and you will not receive a score or a refund of the application fee.

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.

Peace Officer Training Certification Requirement:

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

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

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 or 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; and (d) dishonorable discharge from the Armed Forces. 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.

Medical and Psychological Requirement:

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.

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.

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:

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

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 an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services.

HOW TO APPLY:

Apply through the Online Application System (OASys) at www.nyc.gov/examsforjobs. Follow the onscreen instructions to submit your application and payment. A valid email address is required. Free email accounts are available from Google, Yahoo!, AOL, Outlook.com, or Mail.com.

New OASys accounts must be verified to confirm your email address is valid and that you have access to the email account. You will receive a confirmation email from OASys to confirm your account upon registering for your OASys account. If any issues arise, contact DCAS at nyc.gov/CivilServiceNowNYC and select the applicable subject. If you do not receive the confirmation email, check your spam or junk mail folder before contacting DCAS.

You can pay with major credit cards, bank cards, or prepaid debit cards with a credit card logo. Veterans and individuals receiving certain public assistance may qualify for a fee waiver. For more information on eligibility and required documentation, visit the Fee Waiver FAQs on OASys at <https://a856-exams.nyc.gov/OASysWeb/faqs>.

You may come to the DCAS Computer-based Testing & Application Centers to apply for this examination online.

The centers will be open Monday through Friday 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

Queens

118-35 Queens Boulevard
5th Floor
Forest Hills, NY 11375

Staten Island

135 Canal Street
3rd Floor
Staten Island, NY 10304

Bronx

1932 Arthur Avenue
2nd Floor
Bronx, NY 10457

Application Receipt:

After applying for the examination through the Online Application System (OASys), expect an immediate receipt via email. If you don't see it, be sure to check your Junk, Trash, or Spam folders. Alternatively, you can view a summary of your application status on your OASys Dashboard under "Notifications."

If you still can't find the email, contact DCAS at nyc.gov/CivilServiceNowNYC and select the applicable subject. Include your exam number and profile number for easier identification. Also, verify that your email address in your profile is accurate and up to date. Finally, add OASys@dcas.nyc.gov to your known senders to ensure you receive all important communications.

Special Circumstances Guide:

This Guide provides instructions for requesting alternate test dates for religious observances, how to apply for disability accommodations, Legacy credit, and address changes. Following the relevant instructions in the guide is crucial when filling out the "Application for Examination." Guide Link:

https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/pdf_c_special_circumstances_guide.pdf

Civil Service Guidance for Veterans:

There are a range of benefits available to eligible veterans in their civil service careers. Specifically, veterans and disabled veterans may be eligible for application fee waivers, preference credits, make-up exams, retroactive seniority, and age deduction where the exam has maximum age requirements. Review the Civil Service Guidance for Veterans at:

<https://www1.nyc.gov/assets/dcas/downloads/pdf/employment/faqs-for-veterans.pdf>

PENALTY FOR MISREPRESENTATION:

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

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 Exam:** Complete the exam by following the on-screen instructions. You must provide detailed information about your licenses, education, and experience and finalize your submission in the Online Application System (OASys) by midnight Eastern time on the last day of the application period. Once you Final Submit, no changes can be made. Failure to click Final Submit by the deadline will result in an incomplete application, and you will not receive a score or a refund of the application fee.

- 3. If applicable, ensure your foreign education evaluation is submitted directly to DCAS by an approved evaluation service within eight weeks after the application deadline.** Approved evaluation services are listed in the Foreign Education Evaluation Guide which is located on the DCAS website at <https://www.nyc.gov/assets/dcas/downloads/pdf/employment/nyc-dcas-foreign-education-evaluation-guide.pdf>. Request a "course-by-course" evaluation of your foreign education.

THE TEST:

The multiple-choice test for the **Probation Officer** position will be conducted at a computer terminal. 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:

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.

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.

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.

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 and when writing a pre-sentence investigation report.

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.

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.

EXAM SITE ADMISSION:

Your Admission Notice will be available on your Dashboard in OASys 14 days before the first date on which testing is expected to begin. Test site assignments will take your address into consideration, but nearness to your address cannot be guaranteed.

Warning: The use of electronic devices at the test site is strictly prohibited. This includes phones, smart watches, cameras, e-cigarettes, vape pens and/or other portable media or electronic devices. Any of these items brought to the test site will be placed in a Yondr pouch and sealed until after the exam event (Examination, Protest Review Session, TVB session). Headphones and earbuds are also not allowed. The use of calculators are not permitted on this exam. If you use any prohibited devices or remove them from your Yondr pouch without authorization-whether in the testing area, restroom, hallway, or any other location-you will have your test score nullified, be barred from taking civil service tests for up to five years and forfeit your application fee.

If you have a medical assistive device that sends alerts or vibrates, you must obtain written authorization from DCAS to use the device during the test. To request authorization, contact DCAS at testingaccommodations@dcas.nyc.gov. Furthermore, you cannot bring anyone with you while being processed or taking the test, and no one is allowed to wait for you inside the Computer-based Testing & Application Center during the exam.

Required Identification: To enter the test site, you must bring one valid (non-expired) ID that includes both your signature and photo. The name on your ID must match the first and last name used in your exam application. If you fail to provide an acceptable form of identification, you may be denied entry to the test. Acceptable forms of identification (bring one) are as follows: State issued driver's license, City or State issued identification card, IDNYC, 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: After completing your test, you must leave the test site immediately. If you exit the site after being fingerprinted but before finishing the test, you will not be allowed to re-enter. Ignoring this instruction and attempting to re-enter could result in not receiving your test results, nullification of your test score, and forfeiture of your application fee.

CHANGE OF MAILING ADDRESS, EMAIL ADDRESS, AND/OR TELEPHONE NUMBER:

It is essential to promptly notify DCAS of any changes to your mailing address, email address, or phone number. Without your correct contact information, you may miss important updates regarding your exam(s), appointment considerations, or critical information that requires a timely response. To update your contact information, follow these steps:

- City Employees: update your information in NYCAPS Employee Self-Service (ESS) at www.nyc.gov/ess
- All Others: Log into your OASys account at www.nyc.gov/examsforjobs, navigate to your Dashboard, and update your Profile page.

THE TEST RESULTS:

If you meet the education and experience requirements and pass the multiple-choice test, your name will be placed on an eligible list in final score order. You will receive a list number and be notified of your test results via email. This eligible list determines the order of candidates considered for appointment, usually active for four years.

For more information about the civil service system, visit: <https://www.nyc.gov/site/dcas/employment/more-about-civil-service.page>.

If you believe your test was rated incorrectly, you can appeal your score to DCAS, Committee on Manifest Errors, using the Online Application System (OASys). Your appeal must clearly state the reasons for requesting a higher score and may result in a different rating.

SPECIAL ARRANGEMENTS:

Late Filing:

If you are currently provisionally employed by the City of New York, consult **your agency's Personnel Office/Human Resources** to determine the procedures for filing a late application if you meet one or more of the following conditions:

- You are provisionally employed in the title for which the examination is administered and were absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave, or military duty; or
- You were appointed provisionally to the title for which the examination is administered after the application period closed but before the date on which testing is expected to begin.

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. being ordered to military duty; or
2. compulsory attendance before a court or other public body or official having the power to compel attendance; or
3. on-the-job injury or illness caused by municipal employment where you are an officer or employee of the City; or
4. absence from the test within one week after the death of a spouse, domestic partner, parent, parent-in-law, sibling, child or child of a domestic partner where you are an officer or employee of the City; or
5. a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible; or
6. a temporary disability; or
7. pregnancy, childbirth or a related medical condition.

To request a make-up test, contact Administration, Customer, and Exam Support (ACES) by email at testingaccommodations@dcas.nyc.gov, as soon as possible, and include documentation of the special circumstances that caused you to miss your test.

ADDITIONAL INFORMATION:

Selective Certification for Special Experience:

If you have the experience listed in one or more of the areas listed below, you may be considered for appointment to positions requiring this experience through a process called Selective Certification. If you qualify for Selective Certification, you may be given preferred consideration for positions requiring this experience. If you wish to apply for this Selective Certification, follow the instructions given to you on the day of the multiple-choice test to indicate your interest in such Selective Certification. Your experience will be checked by the appointing agency at the time of appointment.

1. **Municipal Government Experience (MGE):** At least one (1) year of satisfactory, full-time experience working within a municipal government in a similar position, which provides services for a city with over 1 million in population.
2. **Federal Government Experience (FGE):** At least one (1) year of satisfactory, full-time experience working within the federal government of the United States in a similar position.
3. **AmeriCorps (AMC):** Successful completion of at least ten (10) months of satisfactory, full-time experience as a NYC Service AmeriCorps member at a City agency or non-profit organization, which includes 100+ hours of workforce preparedness trainings.
4. **Civil Service Pathways Fellowship (FEL):** Successful completion of at least one (1) year of the Civil Service Pathways Fellowship program.
5. **Selective Certification for Experience in Specialized Programs (ATP and ACE) (SLP):** At least twelve months of full-time satisfactory experience working with community-based programs and individuals involved in the justice system who have need levels across the spectrum from low to high risks using any of the following: Cognitive Behavioral Therapy Interventions, Motivational Interviewing, Restorative Practices, Trauma Informed Practices, Cultural Competency, Interactive Journaling, Community/Family Engagement, Group Facilitation, Level of Service Inventory-Revised and Youth Level of Service Inventory Risk and Needs Assessment Administration.
6. **Selective Certification for Experience in Specialized Programs with Training (ATP and ACE) (SLT):** At least six months of full-time satisfactory experience working with community-based programs and individuals involved in the justice system who have need levels across the spectrum from low to high risks using any of the following: Cognitive Behavioral Therapy Interventions, Motivational Interviewing, Restorative Practices, Trauma Informed Practices, Cultural Competency, Interactive Journaling, Community/Family Engagement, Group Facilitation, Level of Service Inventory-Revised and Youth Level of Service Inventory Risk and Needs Assessment Administration, and satisfactory completion of a specialized training program for at least six months, and achievement of a completion certificate for Specialized Programs assignments in any of the following: Motivational Interviewing, Restorative Practices, Group Facilitation, Cognitive Behavioral Therapy Foundations, Care Guide/Brief Intervention Tools/Decision Points Training, Level of Service

Inventory-Revised (LSI-R) and Youth Level of Service risk and needs assessment administration, Trauma Informed Practices, Cultural Competency, Interactive Journaling, Community/Family Engagement, Motivational Interviewing, Group Facilitation and Caseload Explorer (case management system) systems training.

7. **Selective Certification for Experience in Intelligence Unit (INT):** At least twelve months of full-time satisfactory experience in any of the following: law enforcement operations and forensics, field tactics, narcotic identification, warrants, extraditions procedures, and/or arrest processing.
8. **Selective Certification for Experience in Intelligence Unit with Training (IUT):** At least six months of full-time satisfactory experience in any of the following: law enforcement operations and forensics, field tactics, narcotic identification, warrants, extraditions procedures, and/or arrest processing, and satisfactory completion of a specialized training program for at least six months, and achievement of a completion certificate for Intelligence Unit assignments in the following areas: Extradition processing, bench warrant procedures, warrant tactics, probation retakes, Interacting/information sharing with other law enforcement agencies, computer forensics/cell phone investigations, fraudulent credit card investigations, narcotics identification, active shooter response, Caseload Explorer (case management system) and NYPD OMNI arrest processing systems training. Training must be administered/certificate issued by a NYS law enforcement agency that employs NYS Municipal Police Training Council approved instructors.
9. **Selective Certification for Social Media Analyst (SMA):** At least twelve months of full-time satisfactory experience working in a law enforcement agency using applications such as: Sytech ADACS, Pen-Link, Thomson Reuters CLEAR, Lexis Nexis Accurint, Ringtail, and i2 Analyst's Notebook.

Selective Certification for Foreign Language and/or American Sign Language: If you can speak Albanian (**ALB**), Arabic (**ARA**), Bengali (**BEN**), Bosnian/Serbo Croatian (**SRC**), Chinese (Cantonese) (**CAN**), Chinese (Mandarin) (**MAN**), French (**FRE**), Greek (**GRE**), Haitian/Creole (**CRE**), Hindi (**HIN**), Italian (**ITA**), Japanese (**JPN**), Korean (**KOR**), Portuguese (**POR**), Polish (**POL**), Russian (**RUS**), Spanish (**SPA**), Tibetan (**TIB**), Urdu (**URD**), Vietnamese (**VIE**), West African Languages (e.g., Ibo, Swahili, Yoruba) (**WAL**), Yiddish (**YDD**) and/or you know American Sign Language (**ASL**), 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.

The above Selective Certification requirements may be met at anytime during the duration of the list. If you meet this requirement at some future date, please submit a request by contacting DCAS via the following link: nyc.gov/CivilServiceNowNYC using the "Selective Certification" subject. Please include the examination title and number, your full name, OASys Profile ID number, and the selective certification(s) you are requesting in your submission.

Investigation:

The position is subject to investigation before appointment. At the time of investigation, you will be required to pay a fingerprint screening fee of \$75.00 fee for fingerprint screening. At the time of investigation and at the time of appointment, you must present originals or certified copies of all required documents and proof, including but not limited to proof of date and place of birth by transcript, or other satisfactory evidence, naturalization papers, if necessary, proof of any military service, and proof of meeting educational and experiential requirements, if applicable. You may be disqualified if your statements are found to be false, exaggerated, or misleading or if you fail to provide required documents. Investigation must be completed prior to appointment.

The General Examination Regulations of the Department of Citywide Administrative Services (DCAS) apply to this examination and are part of this Notice of Examination. They are posted at nyc.gov/dcas and copies are available at the DCAS Computer-based Testing & Application 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