



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

MICHAEL R. BLOOMBERG
Mayor

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Commissioner

NOTICE OF EXAMINATION

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

PROBATION OFFICER
Exam. No. 8009
AMENDED NOTICE - May 7, 2008

WHEN TO APPLY: From: September 3, 2008 **APPLICATION FEE: \$40.00**
To: September 23, 2008 Payable by money order to D.C.A.S. (EXAMS)
or payable online by credit card, bank card, or debit card.

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, December 13, 2008.**

The Notice of Examination is amended to:

1. change the date of the multiple-choice test from May 17, 2008 to December 13, 2008;
2. revise the list of abilities that will be tested for in the examination; and
3. reopen the filing period from September 3, 2008 through September 23, 2008. Candidates who filed previously need not file again.

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 position.)

THE SALARY: The current minimum salary is \$35,809 per annum. This rate is subject to change.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

HOW TO APPLY: If you believe you meet the requirements in the "How to Qualify" section, there are two ways to apply for this examination:

1. **Online at the DCAS WEBSITE:** If you wish to apply online, 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. Exam. No. 8009 - Page 2
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 **by mail**.

DCAS will not accept applications in person from candidates.

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 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 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 and one year of satisfactory full-time experience in casework or counseling as described in (b) 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 college semester credits for one year of experience.

In order for casework and/or counseling 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.

You may be given the test before we check 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.

Driver License Requirement: You must have a motor vehicle driver license valid in the State of New York at the time of appointment. 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. You will be examined to determine whether you 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 Status: This class of positions is designated for Peace Officer status under the New York State Criminal Procedure Law. Therefore, you must be found qualified to serve as a Peace Officer. You must satisfactorily complete a course of training in the use of deadly physical force, firearms and other weapons during your probationary period and periodically thereafter. Eligibility for Peace Officer status must be maintained for the duration of 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 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 in the box at the top right side of the cover page, and the examination title and number in the box provided. 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 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.

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.

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 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**

