



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)

RUDOLPH W. GIULIANI
Mayor

WILLIAM J. DIAMOND
Commissioner

**NOTICE
OF
EXAMINATION**

PROBATION OFFICER TRAINEE
Exam. No. 1008
Amended Notice (August 1, 2001)

WHEN TO APPLY: From: August 1, 2001
To: August 31, 2001

APPLICATION FEE: \$30.00
Payable only by money order to D.C.A.S. (EXAMS)

The Notice of Examination is amended to re-open filing from August 1, 2001 to August 31, 2001.

WHAT THE JOB INVOLVES: Probation Officer Trainees, under close supervision, receive a course of in-service training and perform beginning level professional work for the purpose of acquiring knowledge, skill and competence in the field of probation work; and perform related work. They conduct court ordered investigation of criminal offenses; obtain detailed information about the offense, the offender's legal, economic and psycho-social history and the impact of the offense on the complainant/victim; prepare and submit written reports and recommendations; supervise probationers and provide supportive casework/counseling services; refer probationers to social, government or community agencies or other entities which may assist in the probationer's rehabilitation; perform field work including home visits to probationers; correspond with and make collateral visits to relatives, community agencies and employers; ensure probationers are adhering to the conditions of probation; prepare and maintain case records; may be assigned to specialized units and/or programs; and may operate a motor vehicle.

This is a trainee class of positions. Appointment to this position is subject to a two-year probationary period. At the end of one year of satisfactory service, permanent employees in this position will advance, without further examination, to Probation Officer (51810), with a salary of \$30,588 per annum. The second year of probationary service will be served in this higher title. An unsatisfactory Probation Officer Trainee or Probation Officer may be terminated at any time during the two-year probationary period.

Some of the physical activities performed by Probation Officer Trainees 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 \$27,276 per annum. This rate is subject to change.

HOW TO APPLY: If you believe 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 Requirements: By the **last day of the Application Period** you must have:

A baccalaureate degree from an accredited college including or supplemented by 30 credits in Sociology, Law, Psychology, Education, Social Work, Criminology, Rehabilitation Counseling, Counseling, Guidance or related

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courses that cover contemporary cultural, social or psychological issues.

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 Trainee. Candidates will be examined to determine whether they can perform the essential functions of the position of Probation Officer Trainee. 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.

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

Residency Requirement: According to Section 255 of the New York State Executive Law, Probation Officer Trainees and Probation Officers may reside in any county within New York State.

English Requirement: Candidates 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 the City of New York.

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 to the position of Probation Officer. Therefore, eligibles must have reached their 20th birthday by the time of appointment to the position of Probation Officer Trainee. However, there is no minimum age in order for candidates to file for this position.

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:** 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, B and D (if requesting Selective Certification). 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 in this examination):** 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 an education and experience test. Your score on this test will be used to determine your place on an eligible list. On the education and experience test you will receive a score of 70 points for meeting the Education requirement listed above. After this requirement is met, you will receive credit up to a maximum of 100 points on the following basis:

- (a) For graduate courses from an accredited college or university (not used to meet the minimum requirements) in Sociology, Law, Psychology, Education, Social Work, Criminology, Rehabilitation Counseling, Counseling, Guidance or related courses that cover contemporary cultural, social or psychological issues:

10 points for at least fifteen but less than thirty semester credits

15 points for thirty or more semester credits.

- (b) For satisfactory full-time professional experience after receipt of a baccalaureate degree, in casework and/or counseling in a recognized social work/counseling setting adhering to acceptable standards, and under the guidance, monitoring or supervision of a social work/counseling professional:

10 points for at least six months but less than one year of experience
15 points for one or more years of experience.

- (c) For satisfactory full-time experience as a trainee-level Probation Officer or as a Probation Officer:

20 points for six or more months of experience.

Credit will be granted only for work experience which has lasted for at least 6 months with each employer.

To be acceptable, experience in casework and/or counseling must involve therapeutic interaction used to modify behavior. The duties must include at least half of the job time spent performing at least one of the following: 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.

Experience as a tutor, clerk, peer counselor, leader/companion, recreational counselor, legal assistant, investigator, camp counselor, custodial supervisor, or providing or determining eligibility for receipt of funds, housing, education, or other material resources or services is not acceptable.

Internships or similar education-related experience may be credited as either education or experience, but not as both.

You will receive a maximum of one year of experience credit for each year you worked. If you have any of the above experience on a part-time basis, it will be credited according to the equivalent percent of full-time experience. Each year of experience will be credited under only one category which will be the highest appropriate category.

Credit will not be granted for education or experience acquired after June 26, 2001, the last day of the application period.

THE TEST RESULTS: If you pass the education and experience 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 language test, you may be given preferred consideration for positions requiring this ability. Follow the instructions in Section D on page 4 of the Education and Experience Test Paper 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.

Application Receipt: You will be mailed a receipt within three months of the last date of the application period. If you do not receive this item, write to this agency, Attention: Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007 to request verification that your application was received. Include your social security number and the examination number and title in your request.

List Termination: The eligible list resulting from this examination will be terminated one year from the date it is established, unless extended by the Commissioner.

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. 51801; Probation Occupational Group.

**For Recorded Information About Examinations for Other City Jobs, Call 212-487-JOBS
Internet: nyc.gov/dcas**