



- (B) Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees, with a Bachelor's degree or higher with at least thirty (30) credit hours 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.

**NOTE:** Course work at the graduate degree level in social work, social sciences, education, administration, law, criminal justice, or a related field may be substituted for work experience for a maximum of one (1) year of experience.

**SPECIAL REQUIREMENT:** Where required, possession of a current driver's license or the ability to otherwise meet the transportation requirements for this position.

**NOTE: Counseling Experience** involves interviewing individuals and/or families, discussing and evaluating their problems (e.g. drug and alcohol abuse, family conflicts, disabilities) and developing and carrying out plans to resolve problems. Those who perform counseling duties work directly with individuals and/or families on an ongoing basis in order to assist them and monitor and evaluate their progress.

**Law Enforcement Experience** involves providing for public safety by maintaining order, responding to emergencies, protecting people and property, enforcing motor vehicle and criminal laws and promoting good community relations as a member of a regional state park police or a police force, police department or other organization of a county, city, town, village, housing authority, transit authority or police district.

**Education Experience** involves teaching a curriculum to students or supervising/administering such a curriculum and those teaching it or experience as guidance counselor, school or educational counselor or instructional coordinator/curriculum coordinator in a criminal justice or juvenile justice setting.

**Casework Experience** involves activities directed toward enhancing a client's ability to cope with and solve problems and the referral of clients to supporting resources and services functions include client assessment, problem identification, development, monitoring and revision of a service plan, motivational support, counseling, crisis intervention, referral to social and support services and coordination of services.

**NOTE:** Individuals whose duties and responsibilities include the use of a firearm must also complete training pursuant to Criminal Procedure Law Section 2.30(3).

**NOTE:** The class specifications including the minimum qualifications for positions in Probation Departments are established by rule and regulations of the Division of Criminal Justice Services. These class specifications are found in Title 9 NYCRR Part 347, Appendix H-10, Standard specifications for Professional Probation Positions.

**NOTE:** This position is allocated to the competitive class pursuant to Executive Law Section 257(1).

**Probation Officer Trainee:** Candidates must possess a Bachelor's degree from a regionally accredited college or university, or one recognized by the New York State Education Department, with at least thirty (30) credit hours in the social or behavioral sciences.

**ANTICIPATED ELIGIBILITY FOR MEETING EDUCATION REQUIREMENTS:** If you expect to complete the education requirement(s) by August 31, 2026, you may be admitted to this examination. If successful on the examination, you will not be certified for appointment until you have submitted proof of completion of the requirements to the Herkimer County Personnel Department. Proof must be submitted by September 30, 2026; failure to do so will result in removal of your name from the eligible list.

### **THERE IS NO SUBSTITUTION FOR THE MINIMUM QUALIFICATIONS**

**NOTE:** The social sciences are those sciences concerned with humans living in relation to other humans in a social environment and includes course study in psychology, sociology, anthropology, economics, history, political science, geography. Education is NOT included among the social sciences. Behavioral science is a sub-set of social sciences including psychology, sociology and anthropology.

All persons determined to be qualified for the position of Probation Officer under the open-competitive qualifications shall be considered to be qualified for the position of Probation Officer Trainee. Your "RANK" on the examination will be based on ALL who qualified in the examination.

### **DUTIES: Probation Officer**

This is the entry-level professional position in a probation department responsible for the control, supervision and care of adults and juveniles subject to probation supervision or intake services which requires them to meet certain standards of conduct. The incumbent uses sound professional judgment and applies investigative techniques to evaluate the conduct of those subject to court ordered investigation, analyze data and make recommendations regarding court dispositions. He/she also counsels and coaches probationers and others receiving probation services to change patterns of thinking and behavior to help promote and sustain a law-abiding relationship with society and reduce the likelihood of becoming re-involved in criminal or delinquent behavior. Depending upon

individual needs and/or court orders, a Probation Officer 1 may arrange for medical, mental health or substance treatment services. Supervision is not a characteristic of this position. The work is performed under the general supervision of a higher-ranking probation professional. A Probation Officer 1 is a Peace Officer pursuant to Criminal Procedure Law Section 2.10 and may be authorized to carry a firearm in the performance of his/her duties. The incumbent will perform all duties as required.

**DUTIES: Probation Officer Trainee**

This is a one year traineeship used to appoint individuals to an entry-level Probation Officer position in a probation department responsible for the care of adults and juveniles subject to probation supervision or intake services which require them to meet certain standards of conduct. A Probation Officer trainee is responsible for participating in a continuous in-service training program regarding the investigative, supervision, counseling and coaching duties and responsibilities of a Probation Officer and, under close and on-going supervision, performs such duties and exercises such responsibilities in a limited nature. When a Probation Officer Trainee participates in a traineeship for a Probation Officer position, he/she is required to satisfy the additional requirements for these positions and be capable to learn the specialized work they perform. Probation Officer Trainee work is performed under the direct supervision of a probation professional. Upon successful completion of the 1 year traineeship the incumbent is appointed to the position of Probation Officer without further examination. A Probation Officer Trainee is a Peace Officer pursuant to Criminal Procedure Law Section 2.10 and may be authorized to carry a firearm in the performance of his/her duties. The incumbent will perform all related duties as required.

**Subjects of examination: A test designed to evaluate knowledge, skills and /or abilities in the following areas.**

**Advising and interacting with others**

These questions test for the ability to interact with other people in order to gather and present information and to provide assistance and advice in a courteous and professional manner.

**Preparing written material**

These questions test for the ability to write the kinds of reports and correspondence required in criminal justice settings such as probation and parole. Some questions test for the ability to present information clearly and accurately. Others test for the ability to organize paragraphs logically and comprehensibly.

**Evaluating conclusions in light of known facts**

These questions will consist of a set of facts and a conclusion. You must decide if the conclusion is proved by the facts, disproved by the facts or if the facts are not sufficient to prove or disprove the conclusion. The questions will not be specific to a particular field.

## **Applying written information**

These questions evaluate a candidate's ability to read, interpret and apply rules, regulations, directives, written narratives and other related material. You will be required to read a set of information and to appropriately apply the information to situations in various settings. All information needed to answer the questions is contained in the rules, regulations, etc. which are cited.

## **Test guide:**

*A Guide for the Written Test for **Probation** is available at the New York State website:*

*<https://www.cs.ny.gov/testing/testguides.cfm>. Candidates not having access to a computer, or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.*

**Background Investigation:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

Please note that all Probation Officers who are hired on or after January 1, 2023 must complete the Basic Course for Peace Officers (BCOP) Training, as approved by the Municipal Police Training Council (MPTC) within one year of hire. The BCPO curriculum is currently 162 hours or the equivalent of six weeks of training. During the past year, the BCPO curriculum was expanded to include 40 hours of Defensive Tactics training and 21 hours of Crisis Intervention Training – invaluable training for Probation Officers.

*The BCPO is in addition to the mandatory *Fundamentals of Probation Practice* training (3 weeks) and *Firearms training* (one week).*

**Use of calculators is RECOMMENDED**