

HERKIMER COUNTY DEPARTMENT OF PERSONNEL

Announces

PROMOTION Examination

Open to Herkimer County Probation Department Employees

PROBATION SUPERVISOR

Examination Number: 70001760

Date of Examination: June 28, 2025

Applications must be received or postmarked by: May 9, 2025

Refer to General Instructions, Filing Fee Information, and Application Fee Waiver

A NON-REFUNDABLE FILING FEE MUST ACCOMPANY EACH APPLICATION

\$15.00 MONEY ORDER ONLY - payable to the Herkimer County Treasurer.

Cash accepted only if paying in person; you must have the exact dollar amount.

Personal checks will NOT be accepted.

2025 Base Salary: \$58,810 per year

Vacancies: The eligible list established as a result of this examination will be used to fill appropriate vacancies as they exist/occur in the Herkimer County Probation Department.

RESIDENCY: Herkimer County residency is waived for this promotion examination.

Duties: This is a first-line supervisory position in a probation department. The incumbent supervises the activities of four to seven Probation Officer Trainees, Probation Officers I or II/Senior Probation Officers who are responsible for the control, supervision and care of adults and juveniles subject to probation investigation, supervision or intake services which requires them to meet certain standards of conduct. A Probation Supervisor may supervise clerical employees, Probation Assistants or volunteers. The incumbent may also direct the work of a district office or a special unit of probation agency of moderate size and oversee special projects. The work is performed under the supervision of a higher-level probation professional with moderate leeway allowed to exercise independent judgement in carrying out the details of the work. This position differs from that of a Probation Officer I or a Probation Officer II/Senior Probation Officer in that the work is primarily supervisory in nature and the incumbent possesses greater independence of action. A Probation Supervisor 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.

MINIMUM QUALIFICATIONS FOR TAKING THE TEST

Candidates must meet the following requirements on or before the date of the written test:

PROMOTION QUALIFICATIONS:

One (1) year of permanent competitive class service as a Senior Probation Officer or three (3) years of permanent competitive class service as a Probation Officer.

SPECIAL REQUIREMENT: Possession of a current driver's license or the ability to otherwise meet the transportation requirements of the position.

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).

According to Civil Service Law, section 54 which became effective September 4, 2024, applicants who are within 12 months of meeting the minimum age or attaining the minimum educational requirements following the date of examination, may take the civil service exam, but will be restricted from certification until such a time that the minimum age or educational requirements are met.

SENIORITY RATING: Seniority points will be added on promotional exam scores to all passing candidates. Seniority rating is based on the length of continuous classified service in the jurisdiction in which you are employed as follows:

Less than 1 year	0 points
1 year up to 6 years	1 point
Over 6 years up to 11 years	2 points
Over 11 years up to 16 years	3 points
Over 16 years up to 21 years	4 points
Over 21 years up to 26 years	5 points

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

Ensuring effective inter/intra agency communications

These questions test for understanding of techniques for interacting effectively with individuals and agencies, to educate and inform them about topics of concern, to clarify agency programs or policies, to negotiate conflicts or resolve complaints, and to represent one's agency or program in a manner in keeping with good public relations practices. Questions may also cover interacting with the staff of one's own agency and/or that of other agencies in cooperative efforts of public outreach or service.

Preparing written material

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

Supervision

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

Probation trends and casework

These questions test for a candidate's knowledge of laws, rules, regulations and current probation trends, and the ability to apply casework supervision principles to situations typically relevant to and encountered in a probation setting.

Test guide:

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at:
<https://www.cs.ny.gov/testing/testguides.cfm>.

Use of calculators is RECOMMENDED