

PROMOTIONAL OPPORTUNITY



ISSUED 4/26/21

SARATOGA COUNTY DEPARTMENT OF HUMAN RESOURCES

ANNOUNCES

A PROMOTIONAL EXAMINATION FOR

PROBATION SUPERVISOR

EXAMINATION #: 70-774

PROBATION SUPERVISOR, Saratoga County. The results of this exam will be used to fill vacancies as they occur in all agencies under the jurisdiction of the Saratoga County Human Resources Department.

SALARY
\$61,706

LAST DATE TO FILE
May 14, 2021

DATE OF EXAMINATION
June 26, 2021

NOTICE: RELIGIOUS ACCOMMODATIONS/HANDICAPPED PERSONS: If special arrangements for testing are required, indicate this on your application form.

RESIDENTS: Candidates must have been legal residents of New York State for at least FOUR months immediately preceding the date of the test. Pursuant to subdivision 4a of Sec. 23 of the Civil Service Law, preference may be given to successful candidates who have been legal residents of the municipality to which the appointment is to be made for at least FOUR months preceding the date of the written test.

MINIMUM QUALIFICATIONS: Candidates must be presently employed in the Saratoga County Probation Department serving continuously on a permanent basis for 12 months as a Senior Probation Officer, **OR**, for 36 months as a Probation Officer, prior to the date of the exam.

Points will be added to an eligible score as follows:
Seniority*.....For each year 0.2

*Rating of seniority is based on the length of continuous competitive class service in the jurisdiction up to a maximum of 20 years.

APPLICATION FEE An examination fee of \$10.00 (residents and non-residents) is required for each separately numbered examination for which you apply. The required fee must accompany your application. **Check or money order only.** \$20 returned check fee. **Please make checks payable to the Saratoga County Treasurer’s Office.** *The \$10 fee is non-refundable. You are urged to compare your qualifications carefully with the requirements for admission stated in the “minimum qualifications” section of the examination announcement and file only for those examinations for which you are “clearly qualified”. Vague application will not weigh in applicants favor.*

DISTINGUISHING FEATURES OF THE CLASS: Employees in this class perform probation work at a supervisory level involving the direction and supervision of 4 to 7 probation officers. A probation supervisor may be in charge of a district office or a special unit of a probation agency of moderate size. He/she works under the general supervision of a probation director, a deputy probation director, or a principal probation officer. Along with supervision of professional staff, he/she also may have general supervision of a number of clerical employees, probation assistants, or volunteers.

THE WRITTEN TEST will be designed to measure knowledge, skills and/or abilities in such areas as:

1. 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.

2. 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.

3. 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.

4. 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.

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 "How to take a written test" helpful in preparing for this test. This publication is available on line at: www.cs.ny.gov/testing/localtestguides.cfm

ELIGIBLE LIST: A candidate's eligibility begins when his or her name is placed on the eligible list and continues for a minimum of one year.

NOTICE TO CANDIDATES: "UNLESS OTHERWISE NOTIFIED, CANDIDATES ARE PERMITTED TO USE QUIET, HAND-HELD, SOLAR OR BATTERY POWERED CALCULATORS. Devices with "Typewriter Keyboards," "Spell Checkers," "Personal Digital Assistants," "Address Books," "Language Translators," "Dictionaries," or any similar devices are **prohibited**."

SECTION 85a OF THE CIVIL SERVICE LAW: In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

VETERAN CREDITS: For the purpose of claiming veteran credits on a Civil Service examination, an applicant must have served in the armed forces of the United States at any time during the following periods:

World War II—December 7, 1941 to and including December 31, 1946

Korean War—June 27, 1950 to and including January 31, 1955

Vietnam Conflict—December 22, 1961 until May 7, 1975

Lebanon – June 1, 1983 – December 1, 1987

Grenada – October 23, 1983 – November 21, 1983

Panama – December 20, 1989 – January 31, 1990

Persian Gulf – August 2, 1990 to the end of such hostilities (not yet determined)

- For hostilities in Lebanon, Grenada, and Panama, the individual **must** have received the Armed Forces, Navy, or Marine Corps expeditionary medal.
- Beginning January 1, 1998, the NYS Constitution allows members of the US Armed Forces who are on active duty (other than for training purposes) the right to request **extra War Time Veterans Credits** on civil service examinations prior to discharge.

If you are currently on active duty, you may request the addition of veteran's credits to your examinations score. You must request the extra credits on your examination application in the space provided. If you pass the examination, the credits will be added automatically. To use the extra credits at the time of appointment you must have received an honorable discharge, be a US citizen, and be a resident of New York State. The extra credits can only be used for one NY local Government permanent appointment.

SECTION 23.2: This entire examination is prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating of examinations, will apply.

APPLICATIONS: Applications are available by verbal request, downloading from our website @ www.saratogacountyny.gov, calling 518-885-2225 or in person at 40 McMaster Street, Ballston Spa, NY 12020. Time and place of the examination will be mailed to approved candidates one week prior to date of the examination.

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