

PROMOTIONAL OPPORTUNITY



ISSUED 4/26/21

SARATOGA COUNTY DEPARTMENT OF HUMAN RESOURCES  
ANNOUNCES  
A PROMOTIONAL EXAMINATION FOR

**SENIOR PROBATION OFFICER**

EXAMINATION #: 70-773

**SENIOR PROBATION OFFICER**, 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**  
\$58,042

**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 24 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 work at an advanced professional level in a local probation agency. They are responsible for more complex assignments and more difficult case evaluations in intake, investigation and supervision activities than those assigned to regular probation officers. Employees in this class work under general supervision of a higher ranking professional employee, with more independence of action than that granted probation officers.

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

- 1. 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.
- 2. 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.

**3. Principles and practices of offender counseling and supervision.** These questions test for the knowledge and application of principles and practices of offender counseling and supervision in a law enforcement setting. Questions present situations typically encountered while establishing and maintaining working relationships with offenders, such as obtaining information from offenders, exploring offenders' social, psychological, or legal problems, and supervising offender rehabilitation. Candidates will be required to choose the best analysis of, solution to, or approach for handling the problem described. Specific knowledge of laws, rules, regulations, or procedures regarding offender counseling and supervision is not required to answer these questions.

**4. Interviewing.** These questions test for knowledge of the principles and practices employed in obtaining information from individuals through structured conversations. These questions require you to apply the principles, practices, and techniques of effective interviewing to hypothetical interviewing situations. Included are questions that present a problem arising from an interviewing situation, and you must choose the most appropriate course of action to take.

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](http://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](http://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.

**SARATOGA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER WITH AN AFFIRMATIVE ACTION PLAN**