A $15 non-refundable application filing fee is required. A check or money order made payable to the Rockland County Commissioner of Finance must accompany the application. Please refer to Supplement A for further information regarding the application filing fee.

Examination to be held June 26, 2021; Last filing date May 5, 2021

1. If applying on-line, completed applications must be submitted by 11:59 PM EST on the last filing date.
2. If applying by mail, completed applications must be postmarked no later than the last filing date.

VACANCY: Anticipated in the Rockland County Department of Probation.

An open-competitive as well as a promotion examination will be given on the same day and qualified candidates may also compete therein by filing a separate application for each. The promotion list will take precedence over the open-competitive list in filling vacancies in the agency listed, but upon its exhaustion, the open-competitive list will be used to fill vacancies occurring thereafter for a period of at least one year.

SALARY: In accordance with the appropriate labor agreement.

WHAT THE JOB IS LIKE: This is a first-line supervisory position in a probation department. The incumbent will supervise staff responsible for the control, supervision and care of adults and juveniles subject to probation investigations, supervision or intake services, which requires them to meet certain standards of conduct. The incumbent may also direct the work of a moderate size staff and also oversee special projects. The work is distinguished from a Probation Officer II in that it is primarily supervisory in nature and the incumbent possesses greater independence of action. The work is performed under the supervision of a higher-level probation professional, and supervision is provided to Probation Assistants, Officers, and clerical staff. A Probation Supervisor I 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. Does related work as required.

MINIMUM QUALIFICATIONS: By examination date, you must have: A Bachelor’s degree or higher which included or was supplemented by thirty (30) credit hours in the social or behavioral sciences and two (2) years of experience as a Probation Officer II or four (4) years as a Probation Officer I.

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

SPECIAL REQUIREMENTS:
1. Individuals whose duties and responsibilities include the use of a firearm must also complete training pursuant to Criminal Procedure Law Section 3.02 (3).
2. Possession of a current driver’s license or the ability to otherwise meet the transportation requirements of the position.

*Social science includes areas of study concerned with humans living in relation to other humans in a social environment and such as anthropology, criminal justice, economics, geography, history, political science, psychology, and sociology.

*Behavioral science is a subset of social science characterized by observation of the behavior of living organisms and focused on human social behavior such as psychology, sociology, anthropology, counseling, criminal justice, gerontology, human behavior, social work/social welfare and vocational rehabilitation.

SUBJECT OF WRITTEN EXAMINATION:
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.

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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 approbation setting.

Unless specifically prohibited, 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", "Computers", and any similar devices are prohibited.

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 online at: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm).

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