



THE CITY OF NEW YORK
DEPARTMENT OF CITYWIDE
ADMINISTRATIVE SERVICES
APPLICATIONS CENTER
18 WASHINGTON STREET
NEW YORK, NY 10004

REQUIRED FORMS

APPLICATION FORM

MICHAEL R. BLOOMBERG
Mayor

MARTHA K. HIRST
Commissioner

NOTICE OF EXAMINATION

PROMOTION TO SUPERVISING PROBATION OFFICER

Exam. No. 4526
AMENDED NOTICE - December 29, 2004

WHEN TO APPLY: From: December 1, 2004 **APPLICATION FEE: \$45.00**
To: December 21, 2004 *Payable only by money order to D.C.A.S. (EXAMS)*

THE TEST DATE: The multiple-choice test is expected to be held on **Saturday, May 14, 2005.**

This Notice of Examination has been amended to change the test date from Saturday, April 30, 2005 to Saturday, May 14, 2005.

WHAT THE JOB INVOLVES: Supervising Probation Officers, under general supervision, with latitude for independent or unreviewed action or decision, plan, assign and supervise the work of a unit of Probation Officers who are responsible for performing intake work or work with family problems, or generate legal and psycho-social summaries for Pre-Pleading or Pre-Sentence Investigations and Investigation and Report (I and R) documents, or provide diversion treatment interventions, supervision and monitor services for probationers/respondents and/or obtain community resources to address client needs. They may be assigned to independent, specialized, and responsible staff work; and perform related work.

(This is a brief description of what you might do in this position and does not include all the duties of this position.)

THE SALARY: The current minimum salary is \$43,613 per annum. This rate is subject to change.

HOW TO APPLY: If you believe you are eligible to take this examination, refer to the "Required Form" section below for the form that you must fill out. Return the completed form and the application fee to DCAS Applications Section, 1 Centre Street, 14th floor, New York, NY 10007 **by mail only**. DCAS will not accept applications in person from candidates.

ELIGIBILITY TO TAKE EXAMINATION: This examination is open to each employee of the New York City Department of Probation who **on the date of the multiple-choice test:**

- (1) is permanently (not provisionally) employed in or appears on a Preferred List (see Note, below) for the title of Probation Officer; and
- (2) is not otherwise ineligible.

(Note: A "Preferred List" is a civil service list which is only for certain former permanent incumbents of the eligible title who have rehiring rights.)

If you do not know your permanent title or whether you are on a Preferred List, check with **your agency's personnel office**.

You may be given the test before we review your eligibility. You are responsible for determining whether or not you meet the eligibility requirements for this examination prior to submitting your application. If you are rated "Not Eligible," your application fee will not be refunded and your test paper will not be rated.

ELIGIBILITY TO BE PROMOTED: In order to be eligible for promotion, you must have completed your probationary period in the eligible title as indicated in the above "Eligibility To Take Examination" section, and you must be permanently employed in an eligible title or your name must appear on a Preferred List for the eligible title at the time of promotion. Additionally, you must have served permanently in the eligible title for at least one year.

REQUIRED FORM:

Application for Examination: Make sure that you follow all instructions included with your application form, including payment of fee. Save a copy of the instructions for future reference.

THE TEST: You will be given a multiple-choice test. A score of at least 70% is required to pass this test.

READ CAREFULLY AND SAVE FOR FUTURE REFERENCE

Your score on this test will determine 85% of your final score. Your seniority will determine the remaining 15%. You must pass the multiple-choice test to have your seniority credited. Your seniority score will be 70 plus 1/2 point for each three months of completed, permanent, continuous service with an agency under the jurisdiction of the Commissioner, Department of Citywide Administrative Services in competitive class titles. Your service will be credited through the date of the test, up to a maximum of 15 years. Time served prior to a break in service of more than one year will not be credited. The multiple-choice test may include questions on the following task areas:

1. **Case Management, Consultation, Evaluation and Review** - These tasks involve the review of cases assigned to Probation Officers to ensure that case records have been properly documented, are in compliance with relevant bodies of law, court orders, and the professional standards of the Department of Probation. Recommendations are made regarding further communication, investigation or modification prior to submission of the case to the Court.
2. **Supervision, Monitoring, Feedback and Evaluation of Probation Officers' Activities** - These tasks involve providing feedback and evaluating the performance of Probation Officers & Probation Officer Trainees by assessing their strengths and weaknesses to determine how their work performance can be improved, leading to more effective agency operations.
3. **Scheduling and Assigning Work** - These tasks involve monitoring the assignment of cases, ensuring that deadlines are met and recommending overtime on an as needed basis.
4. **Training and Evaluating Training Needs** - These tasks involve assessing Probation Officers' training needs, teaching Probation Officers about specific bodies of knowledge relevant to their performance as Peace Officers and social service workers, as well as providing or requesting formal and informal training to enhance staff work performance.
5. **Administrative Duties** - These tasks involve the planning, monitoring, controlling and reporting of activities performed in the unit of assignment or specialty in accordance with established agency policies and procedures.
6. **Court Activities** - These tasks involve interaction with the Court system including testifying before the Judge.
7. **Interpersonal Duties** - These tasks involve establishing and maintaining effective working relationships with Probation Officers, probationers, other supervisors, law enforcement agencies and members of the Criminal Justice System and related community agencies in order to achieve Department goals.

The test may include questions which require familiarity with technical knowledge based on such material as the Executive Policies and Procedures and Directives (EPAP); Penal Law; Criminal Procedure Law; Vehicle Traffic Law; Investigation and Report Format; Pre-Sentence Investigation Procedures Manual; Restitution Manual and Guidelines; Family Court Act; Time and Leave Manual; Code of Conduct; Interstate Compact Procedures; Violation of Probation Manual; Sex Offenders Registration Act and related Departmental memos and procedures; Departmental Referral Services and Procedures such as RDU, NYS Court Forensic Clinic referral, etc; HIV procedures (Policy of NYS Department of Probation); Incident Report Procedures; Article 35 regarding the use of physical force and proper use of firearms; DNA Testing Regulations; Reporting Child Abuse Guidelines; INS Reporting Procedures regarding probationers who are living here illegally; Kendra's Law; Megan's Law; EEO Guidelines and Mayor's Executive Order No. 16 (1978) as amended.

The test also will include questions which may require the use of any of the following abilities:

1. **Written Communication**: Clear expression of ideas in writing and use of good grammatical form.
2. **Planning and Organizing**: Establishing a course of action for self and or others to accomplish a specific goal; planning proper assignment of personnel and appropriate allocation of resources.
3. **Delegation**: Utilizing subordinates effectively; allocating decision making and other responsibilities to the appropriate subordinates.
4. **Management Control**: Establishing procedures to monitor and/or regulate processes, tasks, or activities of subordinates and job activities and responsibilities; taking action to monitor the results of delegated assignments or projects.
5. **Sensitivity**: Actions that indicate a consideration for the feelings and needs of others.
6. **Analysis**: Identifying problems, securing relevant information, relating data from different sources, and identifying possible causes of problems.
7. **Judgment**: Developing alternative courses of action and making decisions based on logical assumptions that reflect factual information.
8. **Decisiveness**: Readiness to make decisions, render judgments, take action or commit one's self.

9. **Work Standards:** Setting high goals or standards of performance for one's self, subordinates, others and organization; dissatisfaction with average performance.
10. **Behavioral Flexibility:** Modifying one's approach to most effectively meet the needs of the situation.
11. **Technical Translation:** Demonstrating knowledge of the meaning of technical/professional terminology used on the job.

Certain questions may be answered on the basis of documents or other information supplied to candidates on the date of the Written Test.

ADMISSION CARD: You should receive an Admission Card in the mail about 10 days before the date of the test. If you do not receive an Admission Card at least 4 days before the test date, you must go to the Examining Service Section, 1 Centre Street, 14th floor, Manhattan, to obtain a duplicate card.

THE TEST RESULTS: If you pass the multiple-choice test and are marked eligible, your name will be placed in final score order on an eligible list and you will be given a list number. You will be notified by mail of your test results. If you meet all requirements and conditions, you will be considered for promotion when your name is reached on the eligible list.

SPECIAL ARRANGEMENTS:

Late Filing: Consult **your agency's personnel office** to determine the procedure for filing a late application if you meet one or more of the following conditions:

- (1) You are absent from work for at least one-half of the application period and cannot apply for reasons such as vacation, sick leave or military duty; or
- (2) You are appointed to an eligible title after the above application period but on or before the date of the multiple-choice test.

Special Test Accommodations: If you plan to request special testing accommodations due to disability or an alternate test date due to your religious belief, follow the instructions included with the "Application for Examination."

Make-up Test: You may apply for a make-up test if you cannot take the test on the regular test date for any of the following reasons:

- (1) compulsory attendance before a public body;
- (2) on-the-job injury or illness caused by municipal employment;
- (3) absence for one week following the death of a spouse, domestic partner, parent, sibling, child or child of a domestic partner;
- (4) absence due to ordered military duty; or
- (5) a clear error for which the Department of Citywide Administrative Services or the examining agency is responsible.

To request a make-up test, contact the Examining Service Section, 1 Centre Street, 14th floor, New York, NY 10007, in person or by certified mail as soon as possible and provide documentation of the special circumstances.

The General Examination Regulations of the Department of Citywide Administrative Services apply to this examination and are part of this Notice of Examination. They are posted and copies are available in the Applications Center of the Division of Citywide Personnel Services, 18 Washington Street, NY, NY.

The City of New York is an Equal Opportunity Employer.
Title Code No. 51860; Probation Occupational Group

For information about other exams and your exam or list status, call 212-669-1357.
Internet: nyc.gov/dcas