

CAREER OPPORTUNITY



SARATOGA COUNTY DEPARTMENT OF HUMAN RESOURCES

ISSUED 3/24/2025

PLEASE POST CONSPICUOUSLY

SARATOGA COUNTY DEPARTMENT OF HUMAN RESOURCES ANNOUNCES
AN OPEN-COMPETITIVE EXAMINATION FOR

PROBATION OFFICER TRAINEE

EXAMINATION #: 60022290

Probation Officer Trainee, 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, *INCLUDING* School Districts, Towns, Villages, and County Departments.

SALARY: \$56,287 (County Only)* **LAST DATE TO FILE:** April 30, 2025 **EXAM DATE:** June 28, 2025

*Salary will vary by location (Town, Village, School District)

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 exam. 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.

APPLICATION FEE: An examination fee of \$10.00 (**Residents and Non-residents**) is required for **each** numbered examination for which you apply. The required fee must accompany your application. Check or money order only. Please **make checks payable to the Saratoga County Treasurer's Office, \$20 return check fee.** *This 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 for only those examinations for which you are clearly qualified. Vague applications will not be considered in applicant's favor.*

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency, or if you are an honorably discharged Military Veteran (DD214). **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. A copy of this document can be obtained from the Saratoga County Human Resources Office or on our website at www.saratogacountyny.gov.**

DISTINGUISHING FEATURES OF THE CLASS: The trainee level is used to recruit to the probation field college graduates with a career interest in probation. Trainees receive on-the-job training while performing duties of a limited professional nature under close and continuing supervision. Trainee appointments are for a period of one year**, following which incumbents receiving satisfactory ratings will be advanced to the title of probation officer without further examination.

MINIMUM QUALIFICATIONS: At Least...
Possession of a Bachelor's degree or higher with at least thirty (30) credit hours in the Social or Behavioral Sciences.

NOTES:

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

SPECIAL REQUIREMENTS:

1. Possession of a current driver's license or the ability to otherwise meet the transportation requirements of the position.
2. When authorized by the Director of Probation III to carry or use a firearm in the performance of official Probation Officer Trainee duties, must, prior to carry or using such firearm, complete firearms training in accordance with Criminal Procedure Law (2.30) (3) and in a program approved by the Municipal Police Training Council (MPTC).
3. Completion of required course in fundamentals of probation practice, given by or approved through the New York State Division of Probation and Correctional Alternatives within one (1) year of appointment.
4. Completion of Peace Officer certification training in a program approved by the New York State Municipal Police Training Council within one (1) year of appointment.
5. New York State residency must be maintained for the duration of employment in this title.
6. For Probation Officer I Traineeship (with language parenthetical – i.e. Spanish-Speaking): When considered for appointment a candidate must be able to demonstrate proficiency in the other language at the level deemed appropriate for the department. The language proficiency of the permanent appointees will be further evaluated during the post-appointment probationary period.

**Upon successful completion of the one-year traineeship the incumbent is appointed to the position of Probation Officer I or specialized parenthetical without further examination.

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

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.

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.

Evaluating conclusions in light of known facts: These questions will consist of a set of facts and a conclusion. You must decide if the conclusion is proved by the facts, disproved by the facts or if the facts are not sufficient to prove or disprove the conclusion. The questions will not be specific to a particular field.

Applying written information: These questions evaluate a candidate's ability to read, interpret and apply rules, regulations, directives, written narratives and other related material. You will be required to read a set of information and to appropriately apply the information to situations in various settings. All information needed to answer the questions is contained in the rules, regulations, etc. which are cited.

Test Guide: A Guide for the Written Test for **Probation** is available at the New York State website: <https://www.cs.ny.gov/testing/testguides.cfm>. Candidates not having access to a computer, or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

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.

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.

SECTION 243-b Provides that any member of the armed forces of the United States who had duly filed an application to compete in a scheduled competitive examination, but was deprived of the opportunity to compete in a scheduled competitive examination due to active military duty be provided with a special military makeup examination.

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—February 28, 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 or New York State government permanent appointment.

SECTION 23.2: This examination is prepared and rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules, and Regulations dealing with the preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

APPLICATIONS: Applications available on website: www.saratogacountyny.gov, or in Human Resources Offices at 40 McMaster Street, Ballston Spa, NY 12020. Time and place of the examination will be mailed to approved candidates approximately one week before the date of the examination.

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer.

We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.