Please Post Conspicuously

OTSEGO COUNTY ANNOUNCES A PROMOTIONAL EXAMINATION FOR
Probation Officer Trainee 70026640

SALARY: $48,825 - $57,715
EXAMINATION DATE: June 27, 2026
LAST DATE TO FILE: Applications must be received by the Otsego County Personnel/Civil Service Department or postmarked no later than May 28, 2026.
VACANCIES: The eligible list resulting from this examination will be used to fill vacancies as they occur in Otsego County Probation Department under the jurisdiction of the Otsego County Personnel/Civil Service Department.

FILING FEE: A fee of $15.00 is required for each separately numbered examination for which you apply. The required fee must accompany your application. If applying online you may submit your payment online or you can make **money order** payable to County of Otsego and write the examination title(s) and examination number(s) on your money order**. PERSONAL CHECKS AND CASH WILL NOT BE ACCEPTED. NO EXCEPTIONS.** As no refunds will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified. No determination of eligibility will be made prior to filing of applications.

APPLICATION FEE WAIVER: A waiver of the application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of the 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. 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. This form can be obtained at the Personnel/Civil Service Department or on our website at www.otsegocountyny.gov

ALTERNATE TEST DATE POLICY: Under specific circumstances an alternate test date may be arranged in accordance with established policy. Your request and verifiable documentation should be submitted at least one week prior to the test date or in case of emergency no later than 4:30 PM on the next business day following the test. A copy of the Alternate Test Date Policy is available on the County's website at www.otsegocountyny.gov, or by calling the Personnel/Civil Service Department at 607-547-4239. ***IN NO CASE SHALL THE EXAMINATION BE GIVEN LATER THAN THE FOLLOWING SATURDAY.***

RESIDENCY REQUIREMENT/PREFERENCE: There are no residency requirements for this examination. However, preference in appointment may be given to successful candidates who have been residents of Otsego County for at least one month immediately preceding the scheduled date of the written examination.

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

RELIGIOUS ACCOMMODATION-DISABLED PERSONS-MILITARY MEMBERS: Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and disabled candidates who require special accommodations to take the test should indicate the need for special arrangements on their application. Candidates who are called to military service after filing an application should send requests for an alternate test date to the Otsego County Personnel/Civil Service Department as soon as possible before the test date. If you apply for an examination during the filing period, but are on active military duty on the date the examination is scheduled, you may request a military make-up examination. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten (10) days before the test date.

VETERAN'S CREDIT: Active service members, veterans or disabled veterans desiring to claim additional credit may submit an "Application for Veterans Credits" accompanied by the form DD-214 prior to the establishment of the eligible list. IT IS YOUR RESPONSIBILITY TO SEE THAT THE FORM DD-214 IS SUBMITTED TO THIS DEPARTMENT. FAILURE TO SUBMIT A COPY OF YOUR DD-214 TO THIS DEPARTMENT PRIOR TO THE ESTABLISHMENT OF ANY ELIGIBLE LIST WIL RESULT IN NO ADDITIONAL CREDIT BEING GRANTED. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY: 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 department 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.

DISTINGUISHING FEATURES OF THE CLASS: This is a one-year traineeship position used to appoint individuals to an entry-level Probation Officer I, Probation Officer I (Other Language) or Probation Officer I (Community Liaison) position in a probation department responsible for the care of adults and juveniles subject to probation supervision or intake services which require them to meet certain standards of conduct. A Probation Officer I Trainee is responsible for participating in a continuous in-service training program regarding the investigative, supervision, counseling and coaching duties and responsibilities of a Probation Officer I and, under close and on-going supervision, performs such duties and exercises such responsibilities in a limited nature. When a Probation Officer I Trainee participates in a traineeship for a Probation Officer I (Other Language) or a Probation Officer I (Community Liaison) position, he/she is required to satisfy the additional requirements for these positions and be capable to learn the specialized work they perform. Probation Officer I Trainee work is performed under the direct supervision of a probation professional. Upon successful completion of the one-year traineeship the incumbent is appointed to the position of Probation Officer I or specified parenthetical without further examination. A Probation Officer I Trainee 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.

PROMOTION QUALIFICATIONS: One (1) year of permanent competitive class service as a Probation Assistant plus graduation from a regionally accredited college or university or one accredited by the New York State board of Regents to grant degrees, with a Bachelor's degree or higher with at least thirty (30) credit hours in the social or behavioral sciences.

NOTES:

1. Candidates permanently appointed to a qualifying title and had provisional service in the same title immediately preceding the permanent appointment, such provisional service may be counted towards meeting the time in title required to apply for this examination per Civil Service Law Section 52.1.10.B
2. **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.

SENIORITY CREDITS: 0.2 CREDITS PER YEAR OF PERMANENT COMPETITIVE STATUS

SPECIAL REQUIREMENTS:

1. Possession of a current driver's license and acceptable driving record is required at time of appointment. A valid New York State license must be maintained throughout employment or ability to otherwise meet the transportation requirements of the position.
2. Incumbents in this position are required to reside within the County of Otsego at all times during their employment in this title pursuant to Section 3-b of the Public Officer's Law.
3. Individuals whose duties and responsibilities include the use of a firearm must also complete training pursuant to Criminal Procedures Law, Section 2.30(3).

The use of Calculators is RECOMMENDED for this examination.

SUBJECT OF EXAMINATION: A written test designed to evaluate knowledge, skills and/or abilities in the following areas:

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. **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.
4. **APPYING WRITTEN INFORMAIION -** 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 a copy of the test guide from the municipal civil service office conducting the examination using the contact information found elsewhere on this announcement.

PREPARATION/RATING OF EXAMINATION: This examination will be prepared and rated in accordance with Section 23 (2) of the Civil Service Law. The provisions of the New York State Civil Services Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

ADMISSION NOTICES: Approved candidates will receive admission letters indicating the date, time, and location their exam is scheduled no later than two weeks before the scheduled exam date. It is the responsibility of the candidate to notify the Personnel/Civil Service Department of any change in name or address. No attempt will be made to locate candidates who have moved.

CROSS-FILING: If you have applied for any other civil service examination to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all the examinations at one test site. If you have applied for both State and local government examinations, you must make arrangements to take all your examinations at the State examination center by calling (518)-474-6470 no later than two weeks before the test date. If you have applied for other local government examinations, call or write to each civil service agency to make arrangements no later than two weeks before the date of the examinations. You must notify all local government civil service agencies with which you have filed an application of the test site at which you wish to take your examination.

APPLICATIONS AND ANNOUNCEMENTS may be obtained by writing or calling the Otsego County Personnel /Civil Service Department,

197 Main Street, Cooperstown, New York 13326. (607) 547-4239 or downloaded from the County's website at www.otsegocountyny.gov. **NOTICE: ONLY APPLICATIONS SUBMITTED TO THE OTSEGO COUNTY PERSONNEL DEPARTMENT WILL BE CONSIDERED FOR THIS EXAMINATION. RESUMES WILL NOT BE ACCEPTED AS A SUBSTITUTE FOR YOUR APPLICATION BUT WILL BE ACCEPTED ONLY AS AN ADDITION TO YOUR APPLICATION. ALL RELEVANT INFORMATION MUST BE CONTAINED IN YOUR APPLICATION.** A separate application must be filed for **EACH** examination for which you apply. Applications must contain the correct examination title and/or number in order to be considered. The Otsego County Personnel Department reserves the right to accept or to reject applications/fees submitted/postmarked after the last announced filing date. The Otsego County Personnel Department is **NOT** responsible for lost or misdirected mail. **NOTE:** Unless otherwise specified, all required experience must be full time paid or its part time paid equivalent. **You are responsible for submitting an accurate, adequate and clear description of your experience. Omissions or vagueness will NOT be interpreted in your favor.**

Dated: March 24, 2026

OTSEGO COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

PHONE: 607-547-4239 **www.otsegocountyny.gov**