

**Issue Date: 4/16/19**

Franklin County Personnel Department Announces

**Departmental-Promotional Examination for  
PROBATION DIRECTOR (Group A) #71-430**

**TESTING LOCATION: FRANKLIN COUNTY COURT HOUSE**

**EXAMINATION DATE: 6/22/19**

**LAST DATE TO FILE: 5/16/19**

**Filing Fee: \$10.00 - Non-Refundable (See Filing Fee Section)**

**Make check or money order payable to: Franklin County Personnel Office**

Franklin County is an Equal Opportunity Employer

Calculators are: **ALLOWED (See Calculator Section)**

**If you fail to receive an admission letter at least one week prior to the exam date, please contact this office. It is your responsibility to notify this office of any address change, phone numbers, etc. by submitting a "Civil Service Notification of Change Form" to the Personnel Office.**

**BASE SALARY:** Negotiable

**VACANCIES:** None at present, the eligible list established as a result of this examination will be used to fill full-time/part-time present and future vacancies that may occur in Franklin County departments, towns, villages, and school districts under the jurisdiction of the Personnel Officer during the life of the list. Vacancies are expected to occur from time to time. Appointing authorities may give preference to legal residents of their jurisdiction when making appointments.

**CELL PHONES OR ELECTRONIC/COMMUNICATION DEVICES AT THE TEST SITE:**

Do **NOT** bring cell phones, beepers, headphones, or any electronic or other communication devices to the test site. The use of such devices at the test site in the test room, hallways, restrooms, building, grounds, or other areas could result in your disqualification.

**IMPORTANT NOTE:** YOUR ADDRESS MUST BE KEPT CURRENT WITH THIS OFFICE, AS NO CORRESPONDENCE WILL BE FORWARDED.

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:**

If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so arrangements can be made for taking all tests at one test site. All examinations for positions in State government will be held at the State examination center.

**FRANKLIN COUNTY REQUIREMENTS FOR MULTIPLE EXAMINATIONS:**

If you have applied for multiple examinations for both State and/or Local, you must fill out the cross-filer application no later than two weeks before the date of the examinations, with exam titles and numbers of other than Franklin County examinations. The form is on the website, [www.franklincony.org](http://www.franklincony.org), under Personnel/Exam Announcements.

**DISTINGUISHING FEATURES OF THE CLASS:** This is the sole management level position in a Group A probation department. The incumbent is responsible for planning, organizing, directing, coordinating and controlling the activities of the department in a manner which ensures the provision and maintenance of effective probation services in accordance with established laws and regulations. The work is performed under the general oversight of the New York State Division of Criminal Justice Services, Office of Probation and Correctional Alternatives. The incumbent typically reports to the chief executive officer of the county. This position differs from that of a Probation Director (Group B, C or D) in that a Probation Director (Group A) is employed in the smallest probation department. A Probation Director (Group A) is a Peace Officer pursuant to Criminal Procedure Law Section 2.10 and may carry a firearm in the performance of his/her duties. The incumbent will perform all related duties as required.

**MINIMUM QUALIFICATIONS:** One (1) year of permanent classified status as a Probation Supervisor 1.

**SPECIAL REQUIREMENT:** Possession of a current driver's license or ability to otherwise meet the transportation requirements of the position.

**Note:** Individuals whose duties and responsibilities include the use of a firearm must also complete training pursuant to Criminal Procedure Law Section 2.30 (3).

**Note:** The class specifications including the minimum qualifications for positions in Probation Departments are established by rule and regulations of the Division of Criminal Justice Services. These class specifications are found in Title 9 NYCRR Part 347, Appendix H-10, Standard Specifications for Professional Probation Positions.

**Note:** This position is allocated to the competitive class pursuant to Executive Law Section 2.

**SERIES NAME:** Entry and Upper Level Probation

**WRITTEN TEST:** Will cover knowledge, skills and/or abilities in such areas as:

**1. Administrative supervision;**

These questions test for knowledge of the principles and practices involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between an upper level supervisor and his/her subordinate supervisors in the accomplishment of objectives. These questions cover such areas as assigning work to and coordinating the activities of several units, establishing and guiding staff development programs, evaluating the performance of subordinate supervisors, and maintaining relationships with other organizational sections.

**2. Administrative techniques and practices;**

These questions test for a knowledge of management techniques and practices used in directing or assisting in directing a program component or an organizational segment. Questions cover such areas as interpreting policies, making decisions based on the context of the position in the organization, coordinating programs or projects, communicating with employees or the public, planning employee training, and researching and evaluating areas of concern.

**3. 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.

**4. 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.

**5. Understanding and interpreting tabular material;**

These questions test your ability to understand, analyze, and use the internal logic of data presented in tabular form. You may be asked to perform tasks such as completing tables, drawing conclusions from them, analyzing data trends or interrelationships, and revising or combining data sets. The concepts of rate, ratio, and proportion are tested. Mathematical operations are simple, and computational speed is not a major factor in the test. **You should bring with you a hand-held battery- or solar-powered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone.**

**6. Understanding and interpreting written material;**

These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions only on what is presented in the passages and not on what you may happen to know about the topic.

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 "General Guide to Written Tests" helpful in preparing for this test. This publication is available online at: <https://www.cs.ny.gov/testing/testguides.cfm>

**\*Seniority is based on the length of continuous permanent classified service in the jurisdiction in which promotion is sought, with points added to an eligible's passing score for each appropriate five-year period of fraction thereof in accordance with the following schedule:**

Less than 1 years	0 points		6 years up to 11 years	2 points		16 years up to 21 years	4 points
1 year up to 6 years	1 point		11 years up to 16 years	3 points		21 years up to 26 years	5 points

Exam announcement continued for:

Probation Director (Group A) #71-430

**PLEASE NOTE:** Any person, otherwise meeting the requirements for an examination who was laid off from an agency for which the examination is being held, and whose name is presently on a preferred list is eligible to compete in the examination. When completing their applications, such persons should be sure to indicate their present employment and/or the title and location of their last permanent employment in the municipality.

**CALCULATOR INFORMATION:**

Use of calculators is **ALLOWED**. 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 and any similar devices are prohibited.

**FILING FEE INFORMATION:**

A **\$10.00 non-refundable** application fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. **Send cash, check or money order payable to the Franklin County Personnel Office. Write the examination number(s) and the applicant's name on the check or money order. There will be a charge for checks returned due to insufficient funds.**

**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). **All claims for application fee waivers 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 close of business on the Last Date to File as listed on the Examination Announcement.**

**YOU WILL NEED TO CONTACT THE FRANKLIN COUNTY PERSONNEL DEPARTMENT FOR THE REQUEST FOR APPLICATION FEE WAIVER AND CERTIFICATION FORM OR YOU MAY GET ONE FROM OUR WEB SITE AT WWW.FRANKLINCONY.ORG.**

If your application is disapproved, the fee will not be refunded. You should carefully review the announced minimum qualifications and any residence requirements and apply only for those examinations for which you clearly qualify.

**Applications (postmarked/received) after the last date for filing will not be accepted.**

If you submit a personal check for payment of the application fee, and the check is returned by the bank prior to the date of examination, you may not be admitted to the examination. Should your check fail to clear the bank prior to the examination date and be returned for insufficient funds after you have sat for the examination, you may not receive a score.

The Franklin County Personnel Office does not acknowledge receipt of application and does not accept responsibility for non-delivery or postal delay.

If you fail to receive an admission card at least one week prior to the exam date, please contact this office. It is your responsibility to notify this office of any address change, phone numbers, etc. A "Civil Service Notification of Change Form" must be completed with our office.

**SEND APPLICATIONS AND FURTHER INFORMATION TO:**

**Franklin County Personnel Office**

**355 West Main Street-Courthouse**

**Malone, NY 12953**

**Phone: (518) 481-1677 or (518) 481- 1665**

**[www.franklincony.org](http://www.franklincony.org)**

**WEATHER EMERGENCIES:**

On the rare occasion of a weather emergency requiring cancellation of an examination, an announcement will be posted to the Franklin County Personnel Office Facebook site, announced on NCPR, WSLP, WVNV and WICY radio stations, and telephone calls attempted to each candidate as soon as practicable following the determination. The State Local Examinations Department will be consulted the following Monday morning as to a new test date; however, there is no guarantee of rescheduling the test date.