

**TOMPKINS COUNTY CIVIL SERVICE  
EXAMINATION  
Inclusion Through Diversity**

**PROMOTIONAL**

Tompkins County Department of Human Resources Office  
125 E. Court Street  
Ithaca, NY 14850  
(607) 274-5526

**Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply**

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**TITLE:** Probation Supervisor (Promotional)

**EXAM NO:** 70013800

**SALARY:** \$45.93/hr - Hire Rate, \$48.35/hr - Work Rate (2025 Rate)

**EXAM DATE:** 06/28/25

**ISSUE DATE:** 04/22/25

**THE FINAL DATE TO FILE APPLICATIONS:** 05/22/25

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 06/29/25

**RESIDENCY:** Unless the position is a "public officer", there is no residency restriction imposed upon candidates for promotional opportunities.

**THE USE OF A QUIET HAND-HELD CALCULATOR IS RECOMMENDED FOR THIS EXAMINATION.**

**LOCATION OF POSITIONS/VACANCIES:**

There is currently one vacancy in the title of Probation Supervisor located in the Tompkins County Department of Probation. The eligible list resulting from this departmental promotion examination may be used to fill any appropriate full-time, part-time and/or temporary vacancies that may occur during the life of the eligible list.

**QUALIFYING EXPERIENCE FOR TAKING THE PROMOTIONAL EXAMINATION:**

Admission to this departmental promotion examination will be limited to current employees of the Tompkins County Probation department who currently hold, and have continuously held competitive class status for **EITHER:**

- (a) Three years in the title of Probation officer; **OR**
- (b) One year in the title of Senior Probation Officer.

**ADDITIONAL REQUIREMENT:**

The candidate must possess a valid New York State driver's license at the time of appointment and maintain such license for the duration of employment.

**Special Requirement:** Possession of a current driver's license or the 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 257(1).

**Tompkins County is committed to Equity and Inclusion. We encourage others with similar values to apply.**

#### **DISTINGUISHING FEATURES OF THE CLASS:**

This is a first-line supervisory position in a probation department. The incumbent supervises the activities of four to seven Probation Officer Trainees, Probation Officers or Senior Probation Officers who are responsible for the control, supervision and care of adults and juveniles subject to probation investigation, supervision or intake services which requires them to meet certain standards of conduct. A Probation Supervisor may supervise clerical employees, Probation Assistants or volunteers. The incumbent may also direct the work of a district office or a special unit of a probation agency of moderate size and oversee special projects. The work is performed under the supervision of a higher-level probation professional with moderate leeway allowed to exercise independent judgment in carrying out the details of the work. This position differs from that of a Probation Officer or a Senior Probation Officer in that the work is primarily supervisory in nature and the incumbent possesses greater independence of action. A Probation Supervisor 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. The incumbent will perform all related duties as required.

#### **TYPICAL WORK ACTIVITIES:**

- Reviews initial case files, plans work activities and assigns cases to subordinate staff;
- Consults with and reviews the work of subordinate staff to ensure appropriate services are in place, assesses progress and revises probationer supervision plans as needed; Reviews and corrects written documents sent to courts including violation reports, court memorandums and pre-sentencing/pre-dispositional reports;
- Schedules and leads warrant teams by reviewing warrants, providing information, instructing staff and effectuating arrests;
- Explains rules, regulations, policies and procedures to subordinate staff;
- Oversees the development of efficient record-keeping systems and administrative procedures; Monitors the work of Probation Officer Trainees, Probation Officers and Senior Probation Officers in the field by to help ensure safety;
- Monitors the work of subordinate staff to ensure compliance with rules, regulations, policies and procedures;
- Interviews candidates for employment and promotion;
- Confers with judges, court personnel, attorneys, police, educational and social agency personnel and various other groups and individuals on individual or departmental problems and/or other matters of concern to the probation department;
- Prepares records and reports related to the work performed;
- Oversees management of intra and/or interstate transfers of probation supervision to ensure compliance with applicable laws, rules and regulations;
- Oversees financial obligation processes to ensure compliance with applicable laws, rules and regulations;
- May use a firearm in performing duties and exercising authority pursuant to departmental policy.

#### **KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of interviewing and investigative techniques and practices related to probation work; Thorough knowledge of laws and rules pertaining to probation work and the functions and procedures of family and criminal courts; Thorough knowledge of methods of differential supervision of probationers including the application of cognitive behavioral interventions motivational techniques; Thorough knowledge of effective assessment, case planning and management; Good knowledge of principles and practices of supervision; Good knowledge of special offender populations such as domestic violence offenders, sex offenders, DWI offenders, youthful offenders, juvenile offenders, Persons in Need of Supervision, juvenile delinquents; Good knowledge of juvenile and adult risk and needs assessment instruments; Good knowledge of tools used to monitor compliance with conditions of probation, such as drug and alcohol screenings, DNA collection, and electronic monitoring devices; Good knowledge of the powers of a Peace Officer; Good knowledge of factors related to crime and delinquency; Good knowledge of social sciences, including sociology, psychology and demography; Good knowledge of social service programs and other

community resources; Good knowledge of the rules of evidence, arrest laws and custody procedures; Good knowledge of the specific rules and procedures related to the agency worked in; Working knowledge of the provisions of the Health Insurance Portability and Accountability Act (HIPAA) regulations and policies relating to confidentiality of case record information; Working knowledge of the geography of the jurisdiction employed in; 31 Working knowledge of employment, training and treatment options available to probationers; Working knowledge of firearm safety; Skill in the use of firearms where authorized; Ability to manage projects; Ability to plan, review, correct and supervise the work of others; Ability to effectuate warrants and lead a warrant team; Ability to understand and follow oral and written instructions; Ability to analyze and organize data and prepare records and reports; Ability to oversee the activities of a district office or unit of a probation department; Ability to establish and maintain effective working relationships with others; Ability to understand and interpret complex written technical information including statutes, regulations and operational procedures; Ability to communicate effectively both orally and in writing; Ability to use a firearm safely and effectively if so authorized.

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### **Complete Scope of the Examination and Expanded Subtest Descriptions:**

#### **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.

#### **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.

#### **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.

#### **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 a probation setting.

### **Test Guide:**

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 on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

**SENIORITY POINTS:**

One (1) point will be added to each passing score for every five (5) years of permanent classified service according to the following schedule:

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

## FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

**ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS** desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and 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. You may not bring books or other reference materials.

**CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE:** When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

**FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS:** If special arrangements for testing are required, please indicate this on your application.

**ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. PER CHAPTER 180 OF THE LAWS OF 2000, AND BY REGULATIONS OF THE COMMISSIONER OF EDUCATION, TO BE EMPLOYED IN A POSITION DESIGNATED BY A SCHOOL DISTRICT OR BOCES AS INVOLVING DIRECT CONTACT WITH STUDENTS, A CLEARANCE FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.**

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties 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 firefighter or police officer killed in the line of duties 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.â

**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.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850