Examination No. and Title

26-191 Parole Officer Trainee 1
26-192 Parole Officer Trainee 1 (Spanish Language)

Salary Grade Salary
Equated to G-13 $40,507
Equated to G-13 $40,507

Non-Refundable Processing Fee
(Waivers Available)
$35

Written Test To Be Held

JUNE 10, 2017*

Applications MUST Be Submitted or Postmarked By
APRIL 26, 2017

*Due to the size of the candidate population for this test date, you may be assigned to either Saturday, June 10, 2017 or Sunday, June 11, 2017 to take your test. Your admission notice will tell you where and when you are scheduled to appear. You cannot request a day or time in advance or change your scheduled day or time.

ONLINE APPLICATION PROCESS AVAILABLE at http://www.cs.ny.gov/exams

Appointees who work in the five boroughs of New York City or in Nassau, Suffolk, Rockland, or Westchester Counties will receive an additional $3,026 annual downstate adjustment. Appointees who work in Dutchess, Orange, or Putnam Counties will receive an additional $1,513 annual mid-Hudson adjustment.

Upon successful completion of the 12-month training as a Parole Officer Trainee 1, you will automatically advance to Parole Officer Trainee 2 at a salary of $50,478. Upon satisfactory completion of the 12-month training as a Parole Officer Trainee 2, you will be advanced to the full title of Parole Officer, without further examination, at a salary of $62,242.

MINIMUM QUALIFICATIONS: On or before June 10, 2017, you must have a bachelor's degree. If you expect to receive your degree by August 31, 2017, you can be admitted to the written test; however, you cannot be considered for appointment until you submit proof of having received your degree by August 31, 2017 to the Department of Corrections and Community Supervision.

Additional Requirements: If you pass the written test, you will be notified, in score order, to appear for physical, psychological, and investigative screening prior to appointment. You must meet the following requirements at time of appointment:

Physical/Medical Requirements: Your physical and medical condition will be evaluated to ensure that you are able to satisfactorily perform the duties with or without reasonable accommodation. The physical/medical standards include visual acuity not less than 20/20 with or without correction in each eye (if correction is required, binocular visual acuity not less than 20/20 without correction), acceptable color perception, and satisfactory speech and hearing. You may be tested for the ability to perform job specific tasks. To obtain a complete statement of the physical and medical standards write to the Medical Review Unit, New York State Department of Civil Service, 55 Mohawk Street, Suite 201, Cohoes, NY 12047. A medical examination will be required prior to appointment, and you are responsible for payment of the clinical laboratory test fee. Appointees to this position may be required to undergo periodic medical examinations to reassess their ability to perform the essential duties of the position.

Psychological Evaluation: Prior to appointment, you will be required to participate in a psychological evaluation to determine your fitness to perform the essential duties of the position. Failure to meet the standards may result in your disqualification.

Background Investigation: Because of the nature of the position, there is an investigative screening that may include a thorough character investigation. All arrests and convictions must be reported. Criminal Procedure Law Section 160.50(d)(vi) allows access to arrest records. Candidates must demonstrate that they meet the requirements of Section 10.2 of Corrections Law, Article 2. Conviction of a felony will bar appointment. Conviction of a misdemeanor or other violations of the law, or any falsified or omitted information may bar appointment or result in removal after appointment. Each case is determined on its own merits and consistent with the applicable provisions of state and federal laws. Finger printing is required prior to appointment. You will be required to pay the processing fee.

Drug Testing: Prior to appointment, you will be required to participate in a drug screening test and are responsible for the clinical lab fee. Failure to meet the standards may result in your disqualification.

License: In the course of your employment as a Parole Officer, you will be required to transport parolees, do surveillance work in the community and perform other field responsibilities requiring the use of a state or personal vehicle. Parole Officer's must possess a valid and unrestricted license to operate a motor vehicle in New York State at the time of appointment and continuously thereafter.

Probation: Appointees will be on probation for the duration of the two year traineeship. During this probationary period, performance will be periodically reviewed and carefully evaluated. An appointee not meeting required standards can be terminated at any time before completion of the traineeship.

IMPORTANT: Unless waived, you must pay the non-refundable processing fee. For information on fee waivers, visit https://www.cs.ny.gov/examannouncements/types/co/appinfo.cfm#Fee. It is important that you verify that you entered the correct examination number and title on your online or paper application prior to submitting. If you apply online, you should immediately review your email confirmation notice to verify that you applied for the correct examination. If you do not receive a confirmation number after submitting your online application, your application was NOT received by the Department of Civil Service. No late applications will be accepted after the filing deadline has passed.

NOTES:
1. Parole Officers are public officers under state law. Although New York State residency is not required to take the written test, at the time of appointment you must be a New York State resident and at least 21 years old. New York State residency is required for continued employment.
2. Parole Officers are peace officers and must be qualified to hold such office in accordance with state law. U.S. citizenship is required. Conviction of a felony will bar appointment.
3. All appointees will be required to participate in, and satisfactorily complete, all requirements of a peace officer training program. Training will include classroom instruction in such areas as basic law, social work practice and case management, officer safety and survival training, firearms training, and arrest procedures. Successful completion of the approximately ten week training program is mandatory for continued employment.
4. Your degree must have been awarded by a regionally accredited college or university or one recognized by the NYS Education Department as acceptable educational practices. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. You can write to the Examination Information Desk of the NYS Department of Civil Service for a list of acceptable companies who provide this service. This information can also be found on the Internet at http://www.cs.ny.gov/jobseeker/degrees.cfm. You must pay the required evaluation fee. If you are applying on the Internet, you must mail the independent verification of equivalency to the NYS Department of Civil Service, Albany, New York 12239. Attention: S2MLK.
5. Language Proficiency: If you pass the examination for No. 26-192 Parole Officer Trainee 1 (Spanish Language), you will be required to demonstrate your Spanish language proficiency at a level that will ensure your ability to perform properly the duties of the position. Only enough candidates to fill current vacancies will be called to the proficiency test.
6. If you submit an application for No. 26-192 Parole Officer Trainee 1 (Spanish Language), an application will automatically be submitted for you for No. 26-191 Parole Officer Trainee 1 at no additional cost.
7. A transition examination is also being held for these positions.

One processing fee must accompany your application for either one or both of these examinations.

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Issued: 3/26/17

Please visit our website at http://www.cs.ny.gov/exams for more information.
8. Although transition examinations are being held, it is expected that appointments will be made as the result of these examinations open to the public.

9. The New York State Department of Corrections and Community Supervision has the option of making appointments from either the list resulting from this examination open to the public or the list resulting from the transition examination. If you meet the requirements for both examinations, you may wish to file for both. The processing fee must be paid for this examination unless you are eligible for a fee waiver.

THE POSITIONS: These positions exist in the New York State Department of Corrections and Community Supervision.

DUTIES: As a Parole Officer Trainee 1 or Parole Officer Trainee 1 (Spanish Language), you must be willing and able to attend approximately ten weeks of training, be trained in the handling and discharge of firearms, and work with offenders who have histories of committing violent crimes, including sex offenders, and who have various issues such as substance abuse, mental health, domestic violence, and gang involvement. This work will require the development and implementation of appropriate treatment services. Responsibilities also include: working with community providers and law enforcement agencies; the arrest and custody (including transportation of offenders; field visits to the residences, programs, and places of employment of offenders; entering case contact notes into a computer; preparing written reports and testifying at parole hearings. The work schedule often requires hours outside of the normal 9 a.m. to 5 p.m.

Also as a Parole Officer Trainee 1 or Parole Officer Trainee 1 (Spanish Language), you would typically be assigned to a Field Parole Office in one of several geographic regions around the state, provide supervision and guidance to an assigned caseload of releasees from state and local correctional facilities, and help releasees comply with the terms and conditions of their release. You would perform both social work and law enforcement functions. You would work with community-based organizations to deliver needed services to an offender population under court-imposed sentences and place releasees under arrest when necessary. You may be assigned to work with juvenile offenders and work releasees. If you are not willing and able to accept these working conditions, DO NOT APPLY for these examinations.

SUBJECT OF EXAMINATION: There will be a written test which you must pass in order to be considered for appointment. The written test is designed to test for knowledge, skills, and/or abilities in such areas as:

1. 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.

2. Principles and practices of offender counseling and supervision - These questions test for the knowledge and application of principles and practices of offender counseling and supervision in a law enforcement setting.

Questions present situations typically encountered while establishing and maintaining working relationships with offenders, such as obtaining information from offenders, exploring offenders’ social, psychological, or legal problems, and supervising offender rehabilitation. Candidates will be required to choose the best analysis of, solution to, or approach for handling the problem described. Specific knowledge of laws, rules, regulations, or procedures regarding offender counseling and supervision is not required to answer these questions.

Your final score must be 70 or higher in order to pass. Rank on the eligible list will be determined after adding any wartime veterans’ and Civil Service Law Section 85-a credits to your final passing score.

Important: The Department of Civil Service and other state agencies may communicate with you through email correspondence. This may include the posting of examination results and canvassing you for interest in appointment. It will be important for you to keep your email address, phone number and mailing address current by logging into https://www.cs.ny.gov/home/mysaccount. To apply online, the non-refundable application processing fee must be paid online via a credit card unless you qualify for a waiver or you are a member of NYS CSEA; or

- request the examination application NYS-APP form at http://www.cs.ny.gov/announ/applications.cfm;
- Email cs_sm.examinfo@cs.ny.gov to request NYS-APP form; or
- Obtain NYS-APP form from a State agency or facility personnel/business office; or
- Request NYS-APP form by calling the Department of Civil Service in the Albany area at 518-457-2487 or toll free at 1-877-697-5627.

The NYS Department of Civil Service reserves the right to reject for lateness or to accept applications after the advertised filing period. All statements you make on your application are subject to investigation.

AN EQUAL OPPORTUNITY EMPLOYER: It is the policy of the State of New York to provide for and promote equal opportunity in employment activity without unlawful discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, marital status, domestic violence victim status, genetic predisposition or carrier status, or arrest and/or criminal conviction record unless based upon a bona fide occupational qualification or other exception.

Appointment to many positions in State government require candidates to undergo an investigative screening. This may include a fingerprinting of you, an investigation of your criminal conviction record, or any falsified or omitted information revealed. All candidates must be legally eligible to work in the United States at the time of appointment and through your employment with New York State. If appointed, you must produce documents that establish your identity and eligibility to work in the United States, as required by the federal Immigration Reform and Control Act of 1986, and the Immigration and Naturalization Service.

POLICIES ON VETERANS: As a veteran, you may be eligible for special consideration. You must note this on your application.

RELIGIOUS ACCOMMODATION: Most written tests are held on Saturdays. If you cannot take the test on the announced test date, due to a conflict with a religious observance or practice, check the box under “Religious Accommodation.” We will make arrangements for you to take the test on a different date (usually the following day).

REASONABLE ACCOMMODATIONS IN TESTING: It is the policy of the Department of Civil Service, in accordance with the New York State Human Rights Laws and the Americans with Disabilities Act, to provide qualified persons with disabilities equal employment opportunity and equal opportunity to participate in and receive the benefits, services, programs, and activities of the Department. It is the policy of the Department to provide for such persons reasonable accommodations and reasonable modifications as are necessary to provide equal opportunity. Persons with disabilities who require an accommodation in an examination or other aspect of application, must note this on the examination application to the Department of Civil Service in the Albany area, call 518-457-2487. Outside of the Albany area, call toll free at 1-877-697-5627. For TDD services, call NYS Relay at 1-711 (requires a fee) or 1-800-962-1575.

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 to make arrangements for taking all tests at one test site. All tests will be held at the state examination center. For your convenience, contact information for all local civil service agencies is available on our website at http://www.cs.ny.gov/jobseeker/local.cfm.

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.