

OSWEGO COUNTY



HUMAN RESOURCES DEPARTMENT
46 EAST BRIDGE STREET
OSWEGO, NEW YORK 13126
PHONE: (315) 349-8209 + FAX: (315) 349-8254
oswegocounty.com/humanresources

EXAMINATION ANNOUNCEMENT

PROBATION OFFICER TRAINEE

EXAMINATION NUMBER: 60062920 (Open to the Public)
EXAMINATION DATE: Saturday, June 27, 2026
LAST FILING DATE: Wednesday, May 20, 2026 (Applications will **NOT** be accepted after this date)
EXAM FEE: Exam Fee Waived

PAY RATE: \$28.34 per hour.

JOB DESCRIPTION: This is a one-year traineeship used to appoint individuals to an entry-level Probation Officer position in the Oswego County Probation Department and is 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 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 and, under close and on-going supervision, performs such duties and exercises such responsibilities in a limited nature. When a Probation Officer Trainee participates in a traineeship for a Probation Officer position, he/she is required to satisfy the additional requirements for this position and be capable to learn the specialized work they perform. Probation Officer 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 without further examination. A Probation Officer 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. The incumbent will perform all related duties as required.

RESIDENCY REQUIREMENTS: There are no residency requirements for this exam, however, preference in appointment may be given to legal residents of Oswego County.

LIST CERTIFICATION: The Probation Officer list will be certified prior to the Probation Officer Trainee list. Therefore, Probation Officer Trainee candidates will not be considered for appointment until less than three (3) names remain on the Probation Officer list. Persons appointed at the trainee level will be advanced to Probation Officer without further examination upon satisfactory completion of the one-year traineeship.

TRANSCRIPTS REQUIRED: Please attach a verifiable copy of your college transcript.

MINIMUM QUALIFICATIONS:

Education, specialized background, training and experience.

Graduation from a regionally accredited or NYS registered college or university with a bachelor's degree or higher with at least thirty (30) credit hours in the social or behavioral sciences.

NOTE: 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.

NOTE: Applicants may be approved conditionally to take civil services examinations if the minimum educational requirement is met within 12 months from the examination date. As proof of satisfactory completion of the minimum educational requirement, conditionally approved candidates are responsible for submitting a copy of their college transcript, High School Diploma, or proof of GED or TASC within 12 months of taking the exam. Names of conditionally approved candidates will be restricted on the eligible list and will not be certified for appointment(s), until proof of completing the educational requirement is received.

NOTE: Your degree or credit hours must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credit hours were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. You may contact the Human Resources Department for a list of acceptable companies who provide this service. You must pay the required evaluation fee.

SPECIAL REQUIREMENTS:

Possession of a valid New York State driver's license appropriate to the vehicles operated or otherwise demonstrate their ability to meet the transportation needs of the position. The job may involve extensive travel to all parts of the County and occasionally to other parts of NYS. May be required to work non-traditional hours to perform assigned duties of the position.

At the discretion of the Probation Director, employees authorized to carry a firearm when performing assigned duties will be required to complete additional weapons and firearms training as prescribed by the Probation Director pursuant to Criminal Procedure Law Section 2.30(3).

In NYS, all probation officers are peace officers. Peace Officer training requires a week of basic training and a week of firearms qualification to be completed within the first year of employment.

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.

Per the Criminal Justice Information Services (CJIS) Security Policy, Section 5.12, employees with access, or un-escorted access, to unencrypted FBI CJI (Criminal Justice Information) or access, or un-escorted access, to physically secure locations or controlled areas (during times of CJI processing) must undergo fingerprinting. NOTE: A criminal record does not necessarily disqualify from employment or access, or un-escorted access, to CJI. An individualized determination will be made as to how any conviction would impact suitability to handle access, or un-escorted access, to CJI. Security awareness training shall be required within six (6) months of initial employment and every two (2) years thereafter.

BACKGROUND INVESTIGATION: Candidates will be subject to a pre-employment background investigation and may be required to authorize access to educational, financial, employment, criminal history, mental health and other related records. Candidates may be subject to additional screenings as a term of employment, including psychological testing.

SCOPE OF THE WRITTEN EXAM: A written test designed to evaluate knowledge, skills and/or abilities in the following areas:

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 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.

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.

Use of a calculator is **RECOMMENDED** for this exam.

TEST GUIDE: The New York State Department of Civil Service has published a **Probation Series** Test Guide intended for candidate preparation use for this particular examination. This Test Guide contains important test related information as well as sample questions similar to the questions that will be used in this written test.

The New York State Department of Civil Service is making a copy of this Test Guide and other related information available on its Website at <https://www.cs.ny.gov/testing/testguides.cfm>. In addition, a copy of this Test Guide is available upon request from the Oswego County Human Resources Department or may be downloaded from the web at <http://www.oswegocounty.com/studyguides>.

PUBLIC SERVICE LOAN FORGIVENESS: College graduates with student loans may be eligible to have part of their loan paid for after being employed in a full-time position at Oswego County. Additional information is available at <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>.

MULTIPLE EXAMS SCHEDULED FOR THE SAME DAY (CROSS-FILING):

- If you have applied to take exam(s) announced by another jurisdiction (county, city, state) scheduled on the same day as this exam, you must make arrangements (no later than two weeks before the date of the exam) to take all exams at one test site.
- If you have applied for both State and Local (county/city) government examinations, you must take all your examinations at the State examination center. You must notify the local government civil service agencies with whom you have filed an application of your intent to take both a State and Local exam on the same day. You will be advised by letter when and where to report for your examinations. You must bring all admission letters for all exams with you to the State site.
- If you have applied for multiple Local exams you must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination. For Oswego County examinations complete a "[Cross Filer Notification](#)" form, available at the Oswego County Human Resources Department or online at <http://www.oswegocounty.com/humanresources/forms>, and send to Oswego County Human Resources Department, 46 East Bridge Street, Oswego, NY 13126 or FAX to (315) 349-8254 or call (315) 349-8209. **If you are taking multiple exams on the same date with the Oswego County Human Resources Department only, you do not have to file a cross filer form.**

APPLICATION DEADLINE POLICY: Application must be submitted to the Oswego County Human Resources Department or through the online portal before the close of business at 4:00 p.m. on the last file date listed on the Examination Announcement. Applications received via U.S. Mail will be accepted only if postmarked on or

before the last file date. Applications that are received through inter-office mail, e-mail, or via facsimile must be received before the close of business at 4:00 p.m. on the last file date or they will not be accepted.

OSWEGO COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER.

ISSUED: March 25, 2026
Julie A. Bell
Director of Human Resources

GENERAL INSTRUCTIONS

1. Applications and additional information can be obtained at the Human Resources Department, Oswego County Office Building, 46 East Bridge Street, Oswego, New York 13126, or by calling (315) 349-8209, or on the web at <http://www.oswegocounty.com/humanresources>.
2. Applications postmarked after midnight of the **Last Filing Date** will not be considered eligible for this examination.
3. Falsification of any part of the "Application for Employment" will result in disqualification and possible legal action. Inquiries may be made as to character and ability and all statements made by candidates are subject to verification.
4. Applicants must answer every question on the application form. Incomplete applications will be disapproved.
5. Accepted candidates will be notified when and where to appear for exam. None will be admitted to the examination without the official admission notice. If an application is rejected, due notice will be sent. The department does **not** make formal acknowledgment of the receipt of an application.
6. If you have not received your notice to appear for the exam three days before the exam date, call (315) 349-8209.
7. If special arrangements for testing are required (i.e. religious observance, disability), submit written request describing your needs with the application form.
8. Unless otherwise noted, 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.
9. Active service members, veterans or disabled veterans desiring to claim additional credit may submit an "Application for Veteran's Credit" prior to the establishment of the eligible list. Forms are available upon request at the Human Resources Department.
10. Military Service members on active duty on the exam date may request a military makeup exam by calling (315) 349-8209. Members on active duty or discharged during the exam filing period may apply for the exam up to ten days before the exam date.
11. Per Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty are entitled to receive ten additional credits on an exam which may result in an original appointment in the municipality where the deceased parent served. Candidates eligible for additional credit should indicate this on their exam application.
12. Candidates who fail the examination, or who fail to appear for the examination as scheduled, will be eliminated from further consideration.
13. 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 an emergency no later than 4:00 p.m. on the next business day following the test.
14. This examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of exams will apply to this examination.
15. Unless otherwise specified, the final rank order of the eligible list established as a result of the exam will be determined on the basis of the scores received on the written test, plus veterans and seniority credits where appropriate.
16. The eligible list will remain in force for at least one (1) year and may be extended by the Director of Human Resources for a maximum of four (4) years. Changing conditions may make it necessary to certify future vacancies at higher or lower salaries than those announced.
17. Special Requirement for Appointment in School Districts and CITI: 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 CITI as involving direct contact with students, a clearance for employment from the State Education Department is required.
18. In accordance with the Child Abuse Prevention Act of 1985, candidates for appointment to Oswego County government positions which involve regular and substantial contact with children will be required to complete a State Central Register of Child Abuse and Maltreatment clearance form. Failure to complete this form may result in decertification of your name from this eligible list for appointments in Oswego County.
19. 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.