



Open To The Public

Examination No. and Title	Salary Grade	Salary	Non-Refundable Processing Fee
25-734 Youth Counselor 1	18	\$51,268	\$35
25-735 Youth Counselor 1 (Spanish Language)	18	\$51,268	

Written Test To Be Held
JUNE 7, 2014

Applications MUST Be Submitted or Postmarked By
APRIL 23, 2014

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.

MINIMUM QUALIFICATIONS: On or before June 7, 2014, you must have a bachelor's degree* and two-years of direct counseling, educational, clinical, or supervisory experience in prevention, protection, or rehabilitative programs for individuals between the ages of 10 and 21 years of age who are generally considered to be "juvenile delinquents," "youthful offenders," or youth residing in a residential setting which may include, youth who are diagnosed with mental or developmental disabilities, mental illness, or addictions who could potentially become involved in the juvenile justice system.

*If you expect to meet the educational requirements by June 30, 2014, you can be admitted to the written test, but you cannot be considered for appointment until you submit proof of successful completion of the educational requirement to the New York State Office of Children and Family Services at the time of the employment interview. Failure to meet the educational requirements by June 30, 2014 may result in your removal from the eligible list.

NOTES:

- Your degree must have been awarded by a regionally accredited college or university or one recognized by the NYS Education Department as following 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 New York State Department of Civil Service, Albany, New York 12239. Attention: S1LMH.
- Important:** As the processing fee is non-refundable, 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.
- If you meet the Minimum Qualifications you may also be interested in competing in 25-736 Cadet Counselor (**which requires an additional two years of military service**) for which written tests are also being held on June 7, 2014. You may file for any combination of these examinations by completing one application form listing the number(s) and title(s) of the examination(s) in which you are interested. The appropriate processing fee must be filed for each examination.
- Background Investigation/Justice Center Review:** The names of all prospective employees **will be:**
 - Checked against the Staff Exclusion List (SEL) maintained by the Justice Center for the Protection of People with Special Needs. Prospective employees whose names appear on the SEL as having been found responsible for serious or repeated acts of abuse or neglect will be barred from appointment and may have their names removed from the eligible list(s) for the title(s);
 - Investigated through a Criminal Background Check (CBC). All convictions must be reported. Conviction of a felony or misdemeanor or any falsified or omitted information may bar appointment or result in removal after appointment. Each case will be determined on its own merits, consistent with the applicable provisions of state and federal laws;**and may be:**
 - Screened against the Statewide Central Register of Child Abuse and Maltreatment (SCR). Prospective employees whose names appear on the SCR may be barred from appointment.
You will be responsible for payment of all required fees.
- At the interview, you may be required to have a valid license to operate a motor vehicle in New York State or otherwise demonstrate your ability to meet the transportation needs of the job.
- If you pass the examination for No. 25-735 Youth Counselor 1 (Spanish Language), you will be required to pass a performance test to demonstrate your Spanish language proficiency. Proficiency must be at a level that will require your ability to properly perform the duties of the position. Only enough candidates to fill current vacancies will be called to the proficiency test.
- If you submit an application for No. 25-735 Youth Counselor 1 (Spanish Language), an application will automatically be submitted for you for No. 25-734 Youth Counselor 1 at no additional cost.
- Candidates must participate in and successfully pass a mandatory training program as described in the duties description in order to maintain a position once appointed.**
- Appropriate part-time and volunteer experience, which can be verified, will be accepted on a prorated basis.
- New York State residence is not required.

THE POSITIONS: These positions exist in the New York State Office of Children and Family Services.

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

DUTIES: As a **Youth Counselor 1** or **Youth Counselor 1 (Spanish Language)**, you would be responsible for supervising, evaluating, guiding, and the case management of juvenile and youthful offenders, juvenile delinquents, or other trouble prone youth placed with the Office of Children and Family Services. Your actual duties may vary depending on the setting to which you are assigned, including secure, limited secure, or non secure residential centers, community foster care, intake services units, evening reporting centers and aftercare teams in the community. You would be expected to promote and maintain a structured environment and be able to physically restrain youth, if required. Training on restraints will be required, and will be provided by the agency. Duties might also include maintaining facility security and personal safety; interaction with other agencies, families, and schools, and placement of youth in appropriate treatment programs in the community.

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. **Adolescent development** – These questions test for knowledge of the principles, practices, and problems of adolescent growth and development. Questions may cover such topics as recognizing behavioral patterns of normal adolescent development; understanding the causes of problem behavior in adolescents; identifying the effects of family, school, peers, and other influences on adolescent behavior; and understanding the culture, values, and lifestyles of educationally, socially, and economically disadvantaged youth.
2. **Principles and practices of therapeutic counseling of court-placed offending youth** – These questions will be designed to test your knowledge, skills and abilities related to guiding and supervising court-placed delinquent youth in a variety of settings and programs, both in the community and residential rehabilitation facilities. Questions may cover treatment plans, guiding youth and their families, and community and professional relations.
3. **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.
4. **Working with youth** – These questions test for the knowledge and abilities needed to work with youth and their problems. Questions may cover such topics as normal and abnormal adolescent behavior and development, youth perspectives and points of view, environmental factors and effects, establishing rapport with youth, problems of alcohol and drug use/abuse, teenage pregnancy, and delinquency.

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.

HOW TO APPLY:

- Online our Internet address is <http://www.cs.ny.gov/exams>. NOTE: If you 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
- Download the examination application NYS-APP form at <http://www.cs.ny.gov/announ/applications.cfm>; or
- 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 [press 2, then press 3] or toll free at 1-877-697-5627 [press 2, then press 3].

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

ADDITIONAL INFORMATION

ADMISSION TO EXAMINATION: Notice to appear for the test may be conditional as review of applications may not be made until after the test. If you have not received your notice to appear for the written test three days before the date of the test, call 518-474-6470 in the Albany area or toll free at 1-877-697-5627 [press 2, then press 1].

NEW YORK STATE IS AN EQUAL OPPORTUNITY EMPLOYER: It is the policy of the state of New York to provide for and promote equal opportunity in employment, compensation, and other terms and conditions of employment 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 thorough character investigation, a Federal Bureau of Investigation Criminal Record History Check, a Child Abuse Registry clearance, or other similar procedures. Candidates may be fingerprinted and may be required to pay any necessary fees for that procedure. Depending on the nature of the job, the criminal convictions discovered, or any falsified or omitted information revealed, the investigative findings may bar appointment or result in removal after appointment.

ELIGIBILITY FOR EMPLOYMENT: You must be legally eligible to work in the United States at the time of appointment and throughout 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 Nationality Act.

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 Law 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 such persons reasonable accommodations and reasonable modifications as are necessary to provide equal opportunity. Persons with disabilities who require an accommodation to participate in an examination must note this on their application. Further information is available from the Test Administration Unit of the Department of Civil Service. In the Albany area, call 518-457-2487 [press 2, then press 2]. Outside of the Albany area, call toll free at 1-877-697-5627 [press 2, then press 2]. For TDD services, call NY Relay at 711 (requires a fee) or 1-800-662-1220.

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.