



SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

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Watkins Glen, NY 14891
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Lorry Johnson
Personnel Officer

Examination Open to the Public

Deputy Sheriff / Police Officer—Exam #66815

EXAM DATE: December 2, 2017

LAST DATE TO FILE: October 12, 2017 by 4:30pm

SALARY: Varies by municipality

EXAM FEE: \$25.00 **NON-REFUNDABLE** examination fee must accompany application, payable by cash, money order, or check made payable to the Schuyler County Treasurer. Please write the name and number of the examination on the check. Details concerning waiver of fee are found in the General Instructions.

HOW TO APPLY: Applicants must submit a Civil Service “Application for Employment and/or Examination” to Schuyler County Civil Service office. Applications **WILL NOT** be accepted via email or fax. **Applications MUST be received in the Civil Service Office by 4:30pm on October 12, 2017. Applications received after the deadline whether in person or via mail will not be approved.** You may **NOT** substitute “*See Resume*” for completing any portion of the application form. **INCOMPLETE APPLICATIONS WILL BE DISAPPROVED.**

VACANCY: This examination is being held to establish an eligible list and will be used to fill any appropriate vacancies that may occur during the life of the list.

RESIDENCY REQUIREMENT: Candidates must have been **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of the written examination. **Preference in appointment may be given to a resident of the jurisdiction for which there is a vacancy.**

JOB DESCRIPTION: The work involves responsibility for the protection of lives and property and the enforcement of laws and ordinances. On an assigned shift an incumbent assists in the investigation of offenses and the apprehension of violators, conducting routine patrol operations in accordance with standard departmental operating procedures. Does related work as required.

MINIMUM QUALIFICATIONS: Possession of a high school diploma or equivalency diploma.

AGE: Candidates must be at least 19 years of age on or before **December 2, 2017**, to be admitted to the written examination. Eligibility for appointment begins when the candidate reaches age 20.

Note: You must record your birthdate on item 7 on page 1 of the application form.

Candidates who reach their 35th birthday on or before the date of the written examination are not qualified except as follows: Candidates may have a period of military duty up to six years, as defined in Section 243 (10-a) of the Military Law, deducted from their age for purposes of determining whether they meet the age requirement. Candidates who may be impacted by the maximum age requirement and who are requesting an alternate test date are advised to contact Schuyler County Civil Service to discuss their request.

SPECIAL REQUIREMENTS: Candidates must meet all current requirements of Section 58 of the Civil Service Law, **including the passing of a comprehensive medical examination and physical fitness test.** Police Training Course as required by Section 209q of the General Municipal Law must be completed during the probationary period.

Driver's License: Possession of a Class D New York State driver's license.

Citizenship: United States citizenship is required at the time of appointment.

NOTE: Conviction of a felony will bar appointment and conviction of a misdemeanor or other offenses may bar appointment.

Use of calculators is PROHIBITED

Subjects of examination: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. Applying written information (rules, regulations, policies, procedures, directives, etc.) in police situations

These questions test for the ability to apply written rules in given situations similar to those typically experienced by police officers.

2. Memory for facts and information

These questions test for the ability to remember facts and information presented in written form. You will be given 5 minutes to read and study the information in the Memory Booklet. After the 5-minute period, the Memory Booklet will be taken away. You will then be required to answer questions about the material that was presented in the Memory Booklet.

3. Reading, understanding and interpreting written information

These questions test for the ability to read, understand, and interpret the kinds of written information that police officers are required to read during their formal training period and on the job.

4. Preparing written material in a police setting

These questions test for the ability to prepare the types of reports that police officers write. You will be presented with a page of notes followed by several questions. Each question will consist of four restatements of the information given in the notes. From each set of four, you must choose the version that presents the information most clearly and accurately.

The rating key for this examination will be established by the New York State Civil Service Commission prior to the date of the test, upon recommendation of a committee of police experts who will review all the questions for appropriateness and the key answers for correctness. There will be no review of the questions by candidates. This committee was selected with the assistance and endorsement of the Police Conference of New York, Inc., the New York State Association of PBA's, Inc., and the New York State Association of Chiefs of Police, Inc.

A Guide for the Written Test for Police Entrance is available at the New York State website: www.cs.ny.gov/testing/localtestguides.cfm . Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

QUALIFYING PHYSICAL FITNESS TEST: Candidates passing the written portion of the examination will have their names placed on the eligible list but will be required to pass a qualifying physical-agility fitness test before they will be certified for permanent appointment. The fitness examination will be scheduled on an “as needed” basis.

There are three elements measured in the qualifying physical fitness test:

Sit-up—This test measures the muscular endurance of the core body. The requirement is for a number of bent-leg sit-ups to be performed in one minute.

Push-up—This test measures the muscular endurance of the upper body. The requirement is for a number of full body repetitions that a candidate must complete without breaks.

1.5 mile run—This test measures the cardiovascular capacity. The requirement is for the attainment of a score calculated in minutes and seconds.

The Municipal Police Training Council adopted the physical fitness-screening test based on the model formulated by the Cooper Institute of Aerobics Research. The minimum passing scores, depending on age and sex, represent the fortieth (40th) percentile of physical fitness as established by the Cooper Institute. Failure on a part of qualifying test will remove your name from further consideration for appointment. Copies of the physical fitness and medical standards are available upon request from the Schuyler County Civil Service Office.

Physical Fitness Retest Policy: Any candidate who fails the fitness test will be rescheduled for **one** retest within 30 days. The candidate will then need to pass all 3 parts to be considered for the opening.

CROSS FILING: MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: See Crossfiling in General Instructions.

VETERANS CREDIT: Veterans or disabled veterans (including some current armed forces personnel) desiring to claim additional credit may make application for such additional credit at the time they make application for examination or at any time between the date of the application for examination and the date of the establishment of the resulting eligible list. Those candidates who claim credit for non-disabled veteran status and meet the criteria on the application will need to supply a copy of the DD 214. Those candidates claiming credit for disabled veteran status must provide a copy of their DD 214 and proof showing that they have been granted an award determination declaring them the status of disabled veteran. Candidates who claim credit, but who fail to submit adequate proof of eligibility for such credit by the time the eligible list is established, cannot later be granted credit on such eligible list. This additional credit, which is added to the final passing score in the examination, may only be granted at the time of the establishment of the eligible list.

Effective January 1, 1998, the state Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran’s credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran’s credits.

Applications and announcements are available at www.schuylercounty.us or the Schuyler County Civil Service Office 105 Ninth St., Unit 21, Watkins Glen, NY 14891 (607) 535-8190

Issue Date: September 11, 2017

SCHUYLER COUNTY CIVIL SERVICE—GENERAL INSTRUCTIONS FOR EXAMINATIONS

Application: An original application must be filed for each separate examination. Applications must be received by 4:30 p.m. on the last day to file. We do not make formal acknowledgement of the receipt of an application or take responsibility for non-delivery or postal delay. Submission of a résumé does not relieve you of the responsibility for completing all sections of the application. Answer every question; incomplete applications will be disapproved. Be sure to read the detailed announcement to determine whether or not you meet the announced requirements. No fee refund will be made to applicants who are disqualified or fail to appear for the examination. Notify this office if your address changes after applying as no attempt will be made to locate candidates who have moved. Download application and forms at web site www.schuylercounty.us.

Education: A copy of your diploma should be submitted if you qualify by possession of a degree. Transcripts should be submitted whenever the qualifications require a specific college major or specified number of credits.

Application Fee: Application fee of \$25 must be submitted with application. Pay by cash, money order or check made payable to Schuylers County Treasurer. Write exam name and number on check. **No refund will be made to applicants who are disqualified or fail to appear.** You are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

Application Fee Waiver: A waiver of examination fee will be allowed if you are unemployed and primarily responsible for the support of a household or if you are eligible for Medicaid, receiving Supplemental Security Income payments, Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance), or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete an "Application Fee Waiver Request and Certification" form and submit it with your application.

Application Review: Disqualified candidates will receive a letter and will have the opportunity to submit facts in opposition to disqualification. Approved candidates will receive an admission letter a week before the date of the exam telling when and where to appear for the examination. If you do not receive a letter within five days of the examination, call Civil Service at 607-535-8190. Falsification or material misstatements of any part of the application may result in disqualification from the exam or from permanent competitive appointment. Statements on the application may be verified after the examination is held. At that time those candidates not meeting the requirements will be disqualified.

Residency: Candidates must be legal residents of Schuylers County or one of the contiguous counties (Yates, Seneca, Steuben, Chemung, or Tompkins) for at least one month immediately preceding the examination date. For some examinations, residency may be waived. Additionally, some exams may be open to Schuylers County residents only. Under Section 23-4a of Civil Service Law, a municipality may request a certification of eligible candidates who have been residents of that municipality for at least one month prior to certification.

Multiple Examinations: Qualified candidates may take a combination of examinations being given on the same date. The time limit for any combination or series of examinations cannot exceed eight (8) hours.

Crossfiling - Multiple Examinations Scheduled For The Same Day: If you have applied for any other civil service examinations to be given on the same test date by New York State or any other local government jurisdiction, you must make arrangements to take all the examinations at one test site. (1) If you have applied for both State and local government examinations, you must make arrangements to take all your examinations at the State examination center by calling toll free at 1-877-697-5627 (press 2, then press 1), no later than two weeks before the test date. (2) If you have applied for examination with another local civil service agency, submit a crossfiling form with each agency to make arrangements no later than two weeks before the date of the examinations; indicate the test site at which you wish to take your examination.

Eligible Lists: Unless otherwise noted, the final rank order of the eligible list established as a result of this exam will be determined on the basis of the scores received on the written test, plus veterans and seniority credits where appropriate. The resulting eligible list for this examination will not be less than one year but no more than four years. Appointment from an eligible list must be made from the top three candidates willing to accept the appointment. Eligible lists are used to fill competitive positions in Schuylers County municipalities.

Rating: This examination is announced and will be rated 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.

Veterans/Military: Veterans or disabled veterans who wish to claim additional credit must submit a copy of their DD-214 and supporting paperwork before the eligible list is established. The requirements set by NYS for these credits must be met. Military Service members on active duty on the exam date may request a military make-up examination.

Children of Firefighters and Police Officers Killed in the Line of Duty: In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty 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. You must inform this office when you submit your application and must also submit documentation before the eligible list is established.

Alternate Test Date for Religious Observers: Most tests are held on Saturdays. If the test date conflicts with a religious observance or practice, check the box on the application. Arrangements will be made for an alternate test date, usually the following Monday.

Disabled Persons: If special accommodations for testing are required, please indicate in writing the disability and desired conditions necessary to accommodate your disability by the last filing date of the exam.

Background Investigation: Candidates may be required to pass a pre-employment drug test and/or undergo a State and national criminal history background investigation, including a fingerprint check, to determine suitability for appointment.

NYS Civil Service Test Guides for certain exams and *How to Take a Written Test* are at <http://www.cs.state.ny.us/testing/localtestguides.cfm>.

This examination may be rescheduled if there is a weather emergency. Listen to radio station WFLR for information and check the Civil Service website at <http://www.schuylercounty.us/119/Civil-Service>