

ISSUED 07/10/13

PLEASE POST CONSPICUOUSLY

SARATOGA COUNTY DEPARTMENT OF PERSONNEL
ANNOUNCES
AN OPEN COMPETITIVE EXAMINATION FOR

DEPUTY SHERIFF PATROL/POLICE OFFICER
EXAMINATION NUMBER #69719

DEPUTY SHERIFF PATROL/POLICE OFFICER, Saratoga County. The results of this exam will be used to fill the appropriate vacancies as they occur in the Saratoga County Sheriff's Department and all agencies under the jurisdiction of the Saratoga County Personnel Department, including Towns and Villages consistent with Civil Service Law.

SALARY: **DEPUTY SHERIFF PATROL:** \$46,235 (2009)
POLICE OFFICER: Varies Depending on Location

LAST DAY TO FILE IS OCTOBER 9, 2013

DATE OF THE EXAMINATION IS NOVEMBER 16, 2013

**NOTE: CANDIDATES DATE OF BIRTH MUST BE INCLUDED
ON APPLICATION**

NOTICE: **RELIGIOUS ACCOMMODATIONS-HANDICAPPED PERSONS:** If special arrangements for testing are required, indicate this on your application form.

RESIDENTS: Candidates must reside in Saratoga County or in the contiguous Counties of Albany, Schenectady, Rensselaer, Montgomery, Fulton, Warren or Washington County and must have been legal residents of New York State for at least FOUR months immediately preceding the date of the test. By law, preference for Police Officer appointment may be given to successful candidates who have been legal residents of Saratoga County or of a locality in which appointment is to be made for at least FOUR months preceding the date of the written test. Non-residents may be required to indicate at the time of consideration for appointment that they will become a resident of the locality in accordance with conditions authorized by local law or ordinance.

APPLICATION FEE: **An examination fee of \$20.00 (residents and non-residents)** is required for each separately numbered examination for which you apply. The required fee must accompany your application. Please make checks payable to the Saratoga County Treasurer's Office. This fee is non-refundable. You are urged to compare your qualifications carefully with the requirements for admission stated in the "Minimum Qualifications" section of the examination announcement, and file for only those examinations for which you are clearly qualified

DISTINGUISHING FEATURES OF THE CLASS: This is the entrance grade law enforcement position in the Sheriff's Department and includes responsibility for the protection of lives and property, enforcement of laws and ordinances, serving as a highway patrol officer, assisting in the investigation of criminal offenses and apprehension of criminals. Employees in this class are responsible for the efficient performance of duties in a specified area of the county during a designated shift or on a temporary basis assignment to the various functions within the department including investigations of offenses, transports of prisoners, serve civil processes and court related services. The work is performed under the general supervision of a higher-ranking officer with considerable leeway for the exercise of sound judgment in normal work situations and in emergencies. Does related work as required.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements:

AGE REQUIREMENT: Candidates must be at least 19 years of age on or before (examination date) to be admitted to the written test. Eligibility for appointment as a police officer begins when the candidate reaches age 20. 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 or terminal leave up to six years, as defined in Section 243 (10-a) of the Military Law, deducted from their age for the purpose of meeting the age requirement.

*Section 58.1(a) requires that applicants not be "more than thirty-five years of age as of the date when the applicant takes the written examination..." Candidates who may be impacted by the maximum age requirement and who are requesting an alternate test date (for active military duty, Sabbath observance or for an alternate test date situation which meets the conditions of the agency's alternate test date policy) are advised to contact (your civil service agency) to discuss their request.

EDUCATION: Applicant must be a high school graduate or holder of a high school equivalency diploma issued by an education department of any of the States of the United States or a holder of a comparable diploma issued by any commonwealth, territory or possession of the United States or by the Canal Zone or a holder of a report from the United States armed forces certifying successful completion of the tests of general educational development, high school level.

CITIZENSHIP: United States Citizenship is required at time of appointment. It is not necessary for admission to the examination.

DRIVER'S LICENSE: Candidates must possess a valid New York State Operator's license at time of appointment.

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

SUBJECT OF EXAMINATION:

There will be a written test, which you must pass in order to be considered for appointment. Only your score on the written test will be considered when computing your final score. In addition, candidates must meet the physical fitness and medical standards prescribed by the Municipal Police Training Council. Candidates must pass the written test in order to be scheduled for the qualifying physical fitness test. Candidates who pass the qualifying physical fitness test and who are given a conditional offer of employment will be scheduled to take the required medical examination.

THE WRITTEN TEST will be designed to measure knowledge, skills and/or abilities in such areas as:

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. Understanding and interpreting written material -These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

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.

A Guide to the Written Test for the 'Police Entrance' series is available at the new York State Department of Civil Service web site:

www.cs.state.ny.us/testing/localtestguides.cfm. Candidates not having access to a computer or the internet may request a copy of this test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement accurately.

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Guide to the Written Test for the Entry-Level Police Officer Series (Including Deputy Sheriff) is available on the New York State Department of Civil Service website at: http://www.cs.ny.gov/testing/test_guides/entry_level_police_officer_test_guides.pdf or in the Saratoga County Personnel Office. Call or write to this office to obtain a copy.

CANDIDATES WHO ARE CROSSFILING FOR THE DEPUTY SHERIFF PATROL/POLICE OFFICER EXAMINATION

WITH OTHER JURISDICTIONS should indicate on their applications that they have cross filed with other agencies and **SPECIFY THE EXAMINATION SITE** at which they wish to be tested. It is the candidate's responsibility to ensure that they have filed an application with each individual agency, and that all agencies are aware of which examination site they have chosen.

ELIGIBLE LIST: A candidate's eligibility begins when his or her name is placed on the eligible list and continues for a minimum of one year.

SECTION 243-b Provides that any member of the armed forces of the United States who had duly filed an application to compete in a scheduled competitive examination, but was deprived of the opportunity to compete in a scheduled competitive examination due to active military duty be provided with a special military makeup examination

SECTION 85a OF THE CIVIL SERVICE LAW: 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. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty 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

NOTICE TO CANDIDATES: Use of calculators is **PROHIBITED** for this exam.

Devices with 'Typewriter Keyboards,' 'Spell checkers,' 'Personal Digital Assistants,' 'Address Books,' 'Language Translators,' 'Dictionaries,' or any similar devices are prohibited.'

VETERAN CREDITS: For the purpose of claiming veteran credits on a Civil Service examination, an applicant must have served in the armed forces of the United States at any time during the following periods:

World War II—December 7, 1941 to and including December 31, 1946

Korean War—June 27, 1950 to and including January 31, 1955

Vietnam Conflict—February 21, 1961 until May 7, 1975

Lebanon – June 1, 1983 – December 1, 1987

Grenada – October 23, 1983 – November 21, 1983

Panama – December 20, 1989 – January 31, 1990

Persian Gulf – August 2, 1990 to the end of such hostilities (not yet determined)

- For hostilities in Lebanon, Grenada, and Panama, the individual **must** have received the Armed Forces, Navy, or Marine Corps expeditionary medal.
- Beginning January 1, 1998, the NYS Constitution allows members of the US Armed Forces who are on active duty (other than for training purposes) the right to request **extra War Time Veterans Credits** on civil service examinations prior to discharge.

If you are currently on active duty, you may request the addition of veteran's credits to your examinations score. You must request the extra credits on your examination application in the space provided. If you pass the examination, the credits will be added automatically. To use the extra credits at the time of appointment you must have received an honorable discharge, be a US citizen, and be a resident of New York State. The extra credits can only be used for one NY local Government or New York State government permanent appointment.

SECTION 23.2: This entire examination is 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, which deal with the rating of examinations, will apply.

APPLICATIONS: You may get application forms by writing, down loading from our web site @ WWW.SARATOGACOUNTYNY.GOV , phoning #518-885-2225 or by calling in person at the Saratoga County Personnel, 40 Mc Master Street, Ballston Spa, NY 12020. Time and place of the examination will be mailed to approved candidates one week before the date of the examination.

SARATOGA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER