

# CAREER OPPORTUNITY



## SARATOGA COUNTY DEPARTMENT OF HUMAN RESOURCES

ISSUED 3/21/23

Revised 3/28/23

PLEASE POST CONSPICUOUSLY

SARATOGA COUNTY DEPARTMENT OF HUMAN RESOURCES ANNOUNCES  
A PROMOTIONAL EXAMINATION FOR

### SENIOR SHERIFF INVESTIGATOR

EXAMINATION # 77-283

SENIOR SHERIFF INVESTIGATOR, Saratoga County. This list will be used to fill vacancies as they occur under the Saratoga County Sheriff's Office.

SALARY: \$60,914 to \$92,042

LAST DAY TO FILE IS APRIL 26, 2023

DATE OF THE EXAMINATION IS JUNE 10, 2023

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

**MINIMUM QUALIFICATIONS:** Candidates must be presently employed in the Saratoga County Sheriff's Office serving continuously on a permanent full time basis for two (2) years as a Sheriff Investigator prior to the date of the exam.

Points will be added to an eligible score as follows:

Seniority\*.....For each year 0.2

\*Rating of seniority is based on the length of continuous competitive class service in the jurisdiction up to a maximum of 20 years.

**SPECIAL REQUIREMENT:** Candidates must maintain and possess a current valid New York State driver's license.

**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. Check or money order only. Please make checks payable to the **Saratoga County Treasurer's Office. CASH WILL NOT BE ACCEPTED! 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.

**APPLICATION FEE WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or 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, or if you are an honorably discharged Military Veteran (DD214). **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. A copy of this document can be obtained from the Saratoga County Human Resources Office or on our website at [www.saratogacountyny.gov](http://www.saratogacountyny.gov).**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for supervising investigative functions of the Sheriff's Office including overseeing and participating in the investigation of crimes, offenses and violations of law and policy. The incumbent reviews the work of Investigators and provides direction in the performance of their duties. The work is performed under general supervision of a Captain with leeway allowed for the exercise of independent judgement carrying out the details of the work. This position differs from that of Investigator by the supervisory responsibility and independent judgement needed to do the work. Supervision is exercised over the work of Investigators, Deputies and other law enforcement personnel. Does related work as required.

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

**Evaluating information and evidence.** These questions test for the ability to evaluate and draw conclusions from information and evidence. Each question consists of a set of facts and a conclusion based on the facts. The candidate must decide if the conclusion is warranted by the facts.

**Investigative techniques and criminalistics.** These questions test for knowledge of criminal investigation techniques and criminalistics. The questions will deal with, but will not necessarily be restricted to, such concepts as: interviewing; interrogation; evidence gathering and preservation; and surveillance.

**Supervision.** These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

**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.

**Preparing written material in a police setting.** These questions test for the ability to prepare the types of reports that police personnel write. Some questions test for the ability to present information clearly and accurately. They consist of restatements of information given in note form. You must choose the best version from each set of four choices. Other questions test for the ability to organize paragraphs. They consist of paragraphs with their sentences out of order. For each of the paragraphs you must choose, from four suggestions, the best order of the sentences.

**New York State Laws – Police.** These questions test for knowledge of the laws in effect on January 1, 2023 that law enforcement personnel may encounter in the course of their day-to-day work-related activities. The questions are a sampling of job-related sections of the Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, Family Court Act and other laws relevant to law enforcement in New York State.

**Test guide.** A Guide for the Written Test for **Police Supervisors/Investigators** is available at the New York State website: <https://www.cs.ny.gov/testing/testguides.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.

**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.**”

**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.

**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 a civil service examination prior to discharge.

If you are currently on active duty, you may request the addition of veteran’s credits to your examination 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. According to Section 85 (4) (a) of the New York State Civil Service Law, extra credits may only be used once for an original appointment or promotion in the civil service of New York State or civil division thereof.

**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 the Saratoga County Human Resources Department, 40 McMaster St., Ballston Spa, NY 12020, downloading from our website @ [www.saratogacountyny.gov](http://www.saratogacountyny.gov), calling 518-885-2225 or in person. Time and place of the examination will be mailed to approved candidates one week before the date of the examination.

*If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquires to the Human Resources Office.*

*Saratoga County is an equal opportunity employer. We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.*