

CAREER OPPORTUNITY



SARATOGA COUNTY DEPARTMENT OF HUMAN RESOURCES

ISSUED 5/5/23

PLEASE POST CONSPICUOUSLY

SARATOGA COUNTY DEPARTMENT OF HUMAN RESOURCES

ANNOUNCES

AN OPEN-COMPETITIVE EXAMINATION FOR

DEPUTY SHERIFF PATROL/POLICE OFFICER

EXAMINATION #67-487

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

SALARY: **DEPUTY SHERIFF PATROL: \$56,360**
POLICE OFFICER: Varies Depending on Location

LAST DAY TO FILE IS JULY 12, 2023

(Applications must be in the office at close of business or must be postmarked by this date)

DATE OF THE EXAMINATION IS SEPTEMBER 9, 2023

NOTE: CANDIDATE'S DATE OF BIRTH MUST BE INCLUDED ON APPLICATION

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: **A\$20.00 non-refundable application fee** (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 payable to the Saratoga County Treasurer's Office.** You are urged to carefully review the announced minimum qualification and any residence requirements and apply only for those examinations for which you clearly qualify. Applicants whose personal checks are returned for insufficient funds shall be charged a \$20 returned check fee.

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.

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 apprehending of criminals. Employees in this class are responsible for the efficient performance of duties in a specified area of the County during a designation shift or on a temporary basis. These duties include investigating of offenses, transporting of prisoners, and serving 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:

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.

SPECIAL REQUIREMENTS:

Age: Candidates must be at least 20 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 21. 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 Saratoga County Human Resources to discuss their request.

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 and maintain a valid New York State Operator's license.

NOTE: Conviction of a felony will bar appointment. Conviction of a misdemeanor or other offense are subject to evaluation and may bar appointment.

Background Investigation and Additional Screenings: Candidates are subject to a satisfactory completion of an inclusive background investigation. Applicants may be required to authorize access to educational, financial, employment, criminal history, mental health records or other records. Family, neighbors, associates and others may be interviewed. Derogatory information will be evaluated and may result in disqualification under Section 50(4) of the New York State Civil Service Law. At the discretion of the employing law enforcement agency candidates may be subject to additional screenings as a term and condition of employment, including but not limited to, fingerprinting, polygraph, medical and psychological testing. Drug testing is included in the required medical exam.

Training Requirements: Individuals must satisfactorily complete the Basic Course for Police Officers as prescribed by the Municipal Police Training Council and required by Section 209-q of General Municipal Law within one year of appointment in order to attain permanent status in the position.

CROSS FILER STATEMENT: If you have applied for any other civil service examination to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all the examinations at one test site.

If you have applied for other local government examinations, fill out the cross file form with each civil service agency to make arrangements no later than two weeks before the date of the examinations. You must notify (with the cross file application) 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.

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:

Situational Judgment. These questions test for the ability to identify appropriate and effective responses to work-related challenges. You will be presented with scenarios that reflect the types of challenges one could encounter in a work environment. Each scenario will be followed by several responses to the scenario. You must rate the effectiveness of each response.

Language Fluency. These questions test for the ability to read, understand, and present a clear and accurate summary of information. For some questions, you will be given a brief reading passage followed by four statements, each summarizing the information. You must then choose the best version. For other questions, you will be given several sentences, one of which contains a spelling, grammatical, or punctuation error. You must then select the line that contains the error.

Information Ordering and Language Sequencing. These questions test for the ability to properly identify the sequence or order of events, or to organize information to fit a timeline. You will be given a brief reading passage followed by one or more questions. You must identify the proper sequence of events in order to answer one or more questions.

Problem Sensitivity and Reasoning. These questions test for the ability to apply information and to identify a problem or potential problem. For some questions, you will be given information in the form of policies, rules, regulations, or laws, which will be followed by a situation. You must then identify the problem and apply the information to select the best course of action to take. For other questions, you will be given a scenario and mock witness statements. You must use this information to answer one or more questions about the scenario.

Selective Attention. These questions test for the ability to focus on completing a task and to pay attention to important details while performing repetitive and monotonous tasks. You will be presented with a series of letters, symbols, and/or numbers. You must select the choice that contains the series of letters, symbols, and/or number that matches exactly.

Visualization. These questions test for the ability to imagine how something will look when it is moved around or when its parts are changed, moved, or rearranged. You will be presented with an image of a face followed by four images of faces. Each face is disguised or altered in some way. Three of the images have a difference in facial structure or facial features. You must select the choice that contains the image with the identical facial structure and facial features.

Spatial Orientation. These questions test for the ability to understand how to navigate within spaces or how to get from one point to another. You will be provided with a map followed by one or more questions. You must imagine yourself at a certain location and orient yourself to the direction in which you would move to get to another location by the shortest (least distance) route.

Test guide. A Guide for the Written Test for **Entry-Level Law Enforcement** 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.

PERC STATEMENT: 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., the New York State Association of Chiefs of Police, Inc., and the NYS Sheriff's Association.

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.**

QUALIFYING PHYSICAL AGILITY TEST: Medical & Physical Standards and Procedures for Candidates

- Sit-up Muscular endurance (core body) – The score indicated below is the number of bent leg sit-ups performed in one minute.
- Push-up Muscular endurance (upper body) – The score below is the number of full body repetitions that a candidate must complete without breaks.
- 1.5 Mile Run Cardiovascular capacity – **The (time) score indicated below is calculated in minutes: seconds.**

Males:	AGE	SIT-UP	PUSH-UP	1.5 MILE RUN
	20-29	38	29	12:38
	30-39	35	24	12:58
	40-49	29	18	13:50
	50-59	24	13	15:06
	60+	19	10	16:46
Females:	AGE	SIT-UP	PUSH-UP	1.5 MILE RUN
	20-29	32	15	14:50
	30-39	25	11	15:43
	40-49	20	9	16:31
	50-59	14	-	18:18
	60+	6	-	20:16

Copies of the physical fitness and medical standards are available upon request from the Saratoga County Human Resources Department. Physical Agility testing is scheduled on an as needed basis.

RETEST FOR PHYSICAL AGILITY TEST: If a candidate fails any part of the physical agility test, he/she will have the opportunity for retest. A candidate can be tested a total of two (2) times on the physical agility test. This will be on an as needed basis.

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: Veterans who are eligible for additional credit must submit a copy of your DD214 in order to receive credits. Disabled veterans who are eligible for additional credit must submit a copy of your DD214 and a copy of your letter stating you are disabled in order to receive credits. All documents must be received by the establishment of the eligible list or you will not receive additional credits. Veteran credits can only be added to a passing score of the examination.

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. 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.

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 preparation and rating of examinations, will apply.

RELIGIOUS OBSERVER/DISABLED CANDIDATES/MILITARY MEMBERS: Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and disability candidates who require special accommodations to take the test should indicate the need for special arrangements in the appropriate section of their application.

Military Service Members: If you apply for an examination during the filing period but are on active military duty on the date the examination is scheduled, you may request a military makeup examination. Contact Saratoga County Human Resources for more information. If you are on active duty or discharged after the filing period, you may apply for the examination up to ten days before the test date.

APPLICATIONS: You may get application forms by writing or stopping by the Saratoga County Human Resources Department, 40 McMaster St., Ballston Spa, NY 12020, downloading from our website @ www.saratogacountyny.gov, or calling 518-885-2225.

Time and place of the examination will be mailed to approved candidates one week before the date of the examination. In the event you have a change of address, contact the Saratoga County Human Resources Department at 518-885-2225.

If you have NOT received a notice to appear for the written test three days before the date of the test, contact the Saratoga County Human Resources Department at 518-885-2225.

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 inquiries 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.