



# SENECA COUNTY PERSONNEL OFFICE

## Civil Service Opportunities



### DEPUTY SHERIFF (PT)

**Please be advised that we are accepting applications for this title on a continuous basis**

#### TO APPLY:

1. Go to <https://seneca-portal.mycivilservice.com/jobopps>
2. View exam information & click APPLY.
3. Complete & submit online application.
4. Contact the Personnel Department for paper application at [personneldepartment@co.seneca.ny.us](mailto:personneldepartment@co.seneca.ny.us) or by calling 315-539-1710

**\*\* Please read all pages of this notice carefully for Important Civil Service Information \*\***

**RESIDENCY FOR DEPUTY SHERIFF:** Seneca County's residency requirement of residency in Seneca County or contiguous county for thirty (30) days has been waived for this position per Local Law 3 of 2023. Preference in appointment may be given to successful candidates who have been legal residents of the municipality in which appointment is to be made for at least one month prior to the date of certification and are residents of such municipality at the time of appointment. All appointments must be in conformance with the Public Officer's Law. Candidates must be legal residents of New York State at time of application.

**SALARY:** Starting salary set by contract in all jurisdictions.

#### MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma or comparable diploma as described in Section 58 of the Civil Service Law.

Candidates must be at least 19 years old on or before the date of the examination to take the test. Eligibility for appointment as a deputy sheriff 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 purposes of determining whether they meet the age requirement.

#### SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

1. Eligibility for a New York State driver's license; possession of a valid New York State Driver's License is required for appointment.
2. Candidates must meet physical, medical and any other standards currently established by the Municipal Police Training Council.
3. All part-time deputy sheriffs must work less than twenty (20) hours per week.

#### TYPICAL WORK ACTIVITIES: (Illustrative Only) DEPUTY SHERIFF:

##### WHEN ASSIGNED TO ROAD PATROL:

- Maintains routine motor patrols within an assigned area in the county;
- Arrests traffic violators and/or issues appearance tickets;
- Investigates suspicious activities and complaints and arrests persons who are in violation of laws;
- Executes warrants and serves court summonses;
- Assists in the investigation of felonies and other types of crimes;
- Transports prisoners to Family, Justice and County courts and to penal institutions and state hospitals;
- Maintains order in crowds and during parades, funerals or other public gatherings;
- Serves subpoenas, tax notices, traffic summonses and other papers.

##### WHEN ASSIGNED TO NAVIGATION:

- Operates Sheriff's patrol boat in order to maintain the safety of private vessels;
- Checks vessels for proper safety equipment as provided by the New York State Navigation Law;
- Inspects marine sewage and controlled devices;
- Keeps records and logs of patrols;
- Removes debris from navigable waters that may be hazardous to boaters;
- Monitors parks and recreation buoys;
- Provides assistance to vessels in need or distress;
- May operate a marine radio.

##### WHEN ASSIGNED TO JUVENILE:

- Develops and coordinates all juvenile public relations programs for the Sheriff's Department;
- Plans and establishes programs and gives lectures to elementary and high school students throughout the school districts. These programs may be in cooperation with other agencies. (i.e.: Bicycle Safety with 4-H);
- Gives speeches and/or talks on child safety, drugs, crime prevention, etc. to fraternal organizations, groups of concerned citizens and other social organizations;

- Is responsible for all juvenile offenders and the presentation of juvenile delinquents and PINS petitions for Family Courts;
- Conducts follow up investigations into juvenile related crimes and/or complaints;
- Maintains and keeps all juvenile records for the Sheriff's Department;
- Completes and provides all records and forms as required and/or requested by the Seneca County Youth Bureau;
- Provides counseling and referral services to youth and/or parents with family related problems;
- Works with other community agencies dealing with youth and family problems;
- Reviews reports dealing with police contacts with juveniles;
- Investigates specific cases involving juveniles;
- Conducts background investigations on juveniles involved in cases and makes disposition;
- Investigates conditions inducing delinquency;
- Will be an active member of the Seneca County Youth Board and a member of the Juvenile Justice Committee;
- Assists school administration on police tasks where appropriate;
- Assists in the Emergency-Temporary Housing System for runaway/troubled youth;
- Works with the Seneca County Probation Department on cases that can be handled on or in an informal manner;
- Shall either wear a uniform or plain clothes and shall operate in a marked or unmarked police vehicle as the case may warrant;
- Shall supplement personnel in other duties when work load warrants, especially in major cases;
- Supervises and assists in the investigation of child abuse cases;
- Transports all youths confined to youth detention centers;
- Delivers youths to Family court and other local criminal courts as required by the Sheriff;
- Maintains a Youth Office at the Sheriff's Department certified by the Appellate Division as suitable for the detention of youths; also, maintains an additional office in the Ovid Sub-Station;
- The Juvenile Officer should be authorized to attend statewide Youth Training Institutes, seminars, conferences, etc. that are beneficial in promoting youth programs;
- The hours of a Juvenile Officer should be flexible and should consist of an eight hour shift (24 hour availability);
- This is a special position assigned by the Sheriff, and not a permanent appointment.

**WHEN ASSIGNED TO INVESTIGATION:**

- Investigates traffic accidents, fatalities and major crimes;
- Gathers information and secures evidence leading to the arrest of suspects;
- Interviews suspects, witnesses, victims and informants to obtain evidence;
- Investigates fires of suspicious origin as member of County Fire Investigation Team;
- Assists local law enforcement agencies in the collection and preservation of evidence;
- Performs identification work at crime scenes including latent fingerprints, photography casting and molding, and collecting evidence;
- Takes statements, confessions and depositions and prepares related legal documents;
- Tentatively identifies suspected drugs and controlled substances;
- May be assigned to investigate cases of child neglect and child abuse;
- May assist District Attorney in conducting special investigations;
- Appears as a witness before grand juries and in court;
- Investigates reports of missing persons;
- May conduct fraud investigations;
- Serves warrants and subpoenas;
- Makes oral and written reports and keeps necessary records;
- Shall be available to perform all duties of a regular Deputy Sheriff when necessary.

**WHEN ASSIGNED TO JAIL:**

- Maintains jail security and prisoner discipline;
- Obtains fingerprints and photographs inmates for commitment and identification purposes;
- Supervises inmates at meal times and at workstations;
- Assigns inmates to cells and informs them of prison rules and routines;
- Supervises visitations to inmates and records all incoming and outgoing mail;
- Maintains jail records on all prisoners;
- Keeps prisoners under constant surveillance;
- Supervises the care, storage and distribution of clothing and linen and the maintenance of beds, mattresses and furniture.

**WHEN ASSIGNED TO SCHOOL RESOURCE OFFICER:**

- Acts as an educator, counselor and police officer;
- Acts as an instructor for specialized programs at the school when invited to do so by the Superintendent, Principal or member of the faculty with approval of the Sheriff;
- Makes available to the School Faculty and Students a variety of law related presentations including crime prevention;
- Coordinates activities with the school officials involved and maintains records of all S.R.O. activities;
- Builds and maintains a rapport with students and faculty on a daily basis;
- Acts as a liaison with all community agencies that offer assistance to youth and their families (makes referrals to such agencies when necessary);
- Takes an active role in policing the school dealing with both internal and external crimes;
- May assist other police officers and police agencies with crimes involving children;
- Appears to be a positive role model for the students in the school;
- May fill in for shifts on the road as needed when not fulfilling duties as S.R.O.;
- May also be called from school on an as needed basis.

SENECA COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

**FOR MORE INFORMATION:**

SENECA COUNTY PERSONNEL DEPT  
1 DiPronio Drive, Waterloo, NY 13165  
(315) 539 – 1710

Posting: October 5, 2023

**ADMISSION TO EXAMINATIONS:** Call the Personnel Department if you do not receive a notice within three days of the date of examination. Admission to examinations does not necessarily mean that the application has been approved unconditionally; final review of applications for all requirements may not be made until after the written test. You may not be admitted to the examination room without official notice, or more than one half hour after an examination has begun. You must bring picture identification (such as a driver's license) and your Social Security number to the examination. You may be fingerprinted prior to admission to the examination.

**AGE LIMITS:** There may be statutory restrictions on your employment if you are under 18 or over 70 years of age; any other age restrictions are stated on the face of this examination announcement.

**APPLICATION:** A separate application must be filed for each examination desired.

**APPLICATION FEE:** A fee (see front) is required from candidates for each separately-numbered examination for which they apply. Mail, deliver or pay filing fee in-person by the APPLICATION DEADLINE. **NO CASH. NO REFUNDS** will be made to applicants who fail to appear for the scheduled examination. File only for those examinations for which you are qualified. **EXAM FILING FEES WILL NOT BE REFUNDED**, even if you are disqualified from taking the exam. It is therefore recommended that you consider very carefully whether or not you believe that you meet the minimum qualifications before submitting your application. Payments by check or money order must be made payable to Seneca County Finance Department with the examination number(s) written on the check or money order. Do not send cash in the mail. A \$20.00 service charge will be imposed on any checks returned to the Seneca County Finance Department. **Applications not accompanied by the application fee, BY THE APPLICATION DEADLINE, or such fee is not mailed to the Seneca County Department of Human Resources, will not be processed for this examination.**

**APPLICATION FEE, WAIVER OF:** 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. 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 and proof of benefits by the close of business on the Application Deadline as listed on this Examination Announcement. A copy of the waiver request form can be obtained from the following link: <https://seneca-portal.mycivilservice.com/Application-Fee-Waiver%20ADA.pdf> or by calling the Seneca County Personnel Department.

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification. The cost for fingerprinting is the responsibility of the candidate being considered for, or conditionally offered, appointment.

**CALCULATORS:** Candidates are permitted to use quiet, held-held, solar or battery powered calculators, **UNLESS OTHERWISE NOTIFIED ON FRONT.**

**CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS Killed in the Line of Duty:** In conformance with section 85-a of the Civil Service Law, signed into law on September 17, 2002, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten (10) 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 (2) 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.

**CITIZENSHIP:** Citizenship is required only for Public Officer positions.

**CONTACT INFORMATION:** Any changes in contact information must be communicated to the Personnel Dept. in order to ensure timely delivery of important information. A change of address form is available on our website or the Personnel Dept. It is the candidates' responsibility to obtain and submit the necessary documents.

**CROSS FILING or EXAMINATIONS IN MULTIPLE JURISDICTIONS:**

If you have applied to take an examination announced by more than one local jurisdiction (county, town, city) scheduled to be held on the same test date, you must notify each of the local jurisdictions as early as possible (no later than two weeks before the test date), so that arrangements can be made for taking all examinations at one test site. You must inform each jurisdiction of all examination titles and numbers, and at which jurisdiction you want to sit for the examinations. Please note that all examinations for positions in State government must be taken at a State examination center. Cross-file form is available on the website.

**DRUG & ALCOHOL TESTING:** You may be required to take a pre-employment alcohol and drug test to determine that you are free of such substances.

**EDUCATION:** Where high school graduation is required, a High School Equivalency Diploma from any State or an armed forces GED (high school level) will be acceptable. College graduation, when required, must have been from a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices. In evaluating a candidate's qualifications, the equivalent of 30 college credit hours equals one year of college. Transcripts should be submitted with the application or as soon thereafter as possible whenever the qualifications call for a specific college major or specified number of credits. **NOTE:** If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. You can write to this Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.

**ELIGIBILITY, ANTICIPATED:** If the minimum qualifications require a degree in education and/or experience/licensure/certification, the following statements shall pertain to this exam announcement: if you expect to complete the educational or experience requirement within 6 months from the date of the examination date on the reverse side of this examination announcement, you can be admitted to this examination on a conditional basis. If successful on the examination, you will not be certified for appointment until you have submitted proof of completion of the announced requirements to the Seneca County Personnel Department. In the case of anticipated education degree, proof must be submitted within 3 months following award of degree; failure to do so will result in removal of your name from the eligible list. In the case of anticipated experience, your name will not be certified until you obtain and show proof of the necessary experience. In the case of licensure/certification, if you are eligible for the required licensure/certification you can be admitted to the examination. If successful on the examination, you will not be certified for permanent appointment until you have submitted proof of possession of the required licensure/certificate to the Seneca County Personnel Department.

**ELIGIBLE LIST:** The eligible list is made up of all candidates who successfully pass all portions of the examination. The eligible list resulting from this examination will remain in existence for a minimum of one year up to a maximum of four years or until terminated by the establishment of an appropriate new eligible list. In the case where a **Promotional** exam is being held in conjunction with an Open Competitive exam in the same title, the resulting eligible list from the Promotional exam will be canvassed first. Any person whose name is on a preferred eligible list and who meets the requirements for a promotion examination in the agency for which the examination is being held is eligible to compete in the examination. Candidates currently holding a

permanent 55-a position will be afforded the same opportunity as employees in the competitive class to take promotion examinations, if qualified.

**EQUAL OPPORTUNITY:** It is the policy of the Seneca County Personnel Department to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination on the basis of age, race, color, religion, national origin, gender, sexual orientation, marital status, or arrest and/or criminal conviction record, unless based upon a bona fide occupational qualification or other exception. Those requiring special testing arrangements (such as military personnel or Saturday religious observers) must note this on their applications. It is Seneca County's policy, in accordance with the Americans with Disabilities Act, to provide equal employment opportunity and equal opportunity to participate in and receive any benefits, services, programs and activities to persons with disabilities. Any person who requires reasonable accommodations and reasonable modifications (e.g. Braille booklet, amanuensis, reader, sign language interpreter, etc.) must note this on their application.

**EXPERIENCE:** For each examination, unpaid, verifiable part-time and volunteer experience in one of the specialized areas will only be credited when specifically allowed by the examination announcement. The number of years of experience required in the minimum qualifications is based upon the presumption of full-time employment (35 hour workweek). Part-time experience will be prorated.

**FALSIFICATION:** Falsification of any part of the "Application for Employment" will result in disqualification.

**FINGERPRINT CHECK:** A state and/or national fingerprint supported background investigation is required before an appointment is made to some positions. If such search is required, the applicant will be responsible to pay the Seneca County Sheriff's Office fee for such search (approximately \$100-150)

**INCLEMENT WEATHER:** In rare cases, an examination may be postponed if weather conditions are unsafe. In such cases, announcements will be made over the radio on Finger Lakes Radio Group Stations: 99.3 – Classic Hits, 96.1, 96.9, 101.9 – Finger Lakes Country, 98.5 – Mix, 101.7 – The Wall and 95.9, 98.1 – News Radio. If an examination is postponed due to weather conditions, a new examination date will be set as soon as possible. Candidates will be notified of such new examination date in writing by Seneca County Personnel Department as soon as this information becomes available.

**MEDICAL EXAMINATION:** You may be required to take a medical examination to determine if you are medically and physically capable of performing the duties of the position.

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:** Applicants may participate in multiple examinations given for Seneca County on the same day. The maximum time allowed for any combination of examinations is eight (8) hours. If you have applied for multiple examinations scheduled for the same day, please indicate this on your application.

**PROHIBITED DEVICES:** Cell phones, pagers, and similar devices are prohibited at examination sites. Devices with typewriter keyboards, spell checks, personal digital assistants, address books, language translators, cell phones, smartwatches (i.e. fitbit, iWatch, etc.), dictionaries and/or similar devices are prohibited.

**PUBLIC SERVICE LOAN FORGIVENESS:** College graduates with student loans may be eligible to have part of their loan paid for after being employed in a full-time position at Seneca County. Additional information is available at <https://studentaid.gov/sites/default/files/public-service-application-for-forgiveness.pdf>

**RATINGS AND REVIEW:** When this written examination is being 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 dealing with the rating and review of examinations apply. Otherwise, rating and review of the examination is governed by the Seneca County Civil Service Rules.

**RATINGS REQUIRED:** Tests are rated on a scale of 100 with the passing mark at 70.0. Unless the announcement states otherwise, you must pass the written test as a whole and the oral and practical tests, if any. Test instructions may further divide the tests into parts and set minimum standards for each part.

**RESIDENTIAL PREFERENCE:** Preference in appointment from open-competitive lists may be given to residents of the jurisdiction making the appointments; for appointment in some jurisdictions you may be required to become a resident thereof, in accordance with law or resolution. Residence requirements and such preferential certifications do not apply in promotion examinations.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:**

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

**SPECIAL REQUIREMENTS (RELIGIOUS ACCOMMODATION, DISABILITIES, MILITARY):** If special arrangements for testing are required, you must indicate this on the online application and/or submit a written/emailed request, & arrangements for an alternate date may be made.

**VERIFICATION OF QUALIFICATIONS:** Candidates may be investigated or called for an interview to determine whether they are qualified for appointment. All statements made by candidates on the application form are subject to verification.

**VETERANS:** Veterans or disabled veterans (including some current armed forces personnel) desiring to claim additional credit must make application for such additional credit at the time they make application for examination or at any time between the date of application for examination and the date of the establishment of the resulting eligible list. Your eligibility will be determined after we receive this completed application and a copy of your DD214. 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. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDITS FORMS AND TO SUBMIT SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.** Application forms are available at: <https://seneca-portal.mycivilservice.com/Vet-Credits-App%20ADA.pdf> and instructions are available at: <https://seneca-portal.mycivilservice.com/Veterans-Credit-Information-Sheet%20ADA.pdf>