



SENECA COUNTY

AN EQUAL OPPORTUNITY EMPLOYER

CIVIL SERVICE OPPORTUNITIES



Investigator (Deputy) Examination #78757 PROM

VACANCIES: At present there is one vacancy in the Seneca County Law Enforcement Center. This eligible list will be used to fill this and future vacancies as they occur in Seneca County.

SALARY: Salary set by PBA Contract

PROMOTIONAL QUALIFICATIONS:

Two (2) years of experience as a Deputy Sheriff or Police Officer, appointed in accordance with the requirements of Section 58 of the Civil Service Law.

SENIORITY RATING:

Seniority credits will be added to the raw score of passing candidates as follows: Seniority is credited at 1 point for each appropriate 5-year period or fraction:

Less than 1 year	0 points
1 year up to 6 years	1 point
Over 6 years up to 11 years	2 points
Over 11 years up to 16 years	3 points
Over 16 years up to 21 years	4 points
Over 21 years up to 26 years	5 points
Over 26 years up to 31 years	6 points

Please apply online at <https://seneca-portal.mycivilservice.com/jobopps>

Examination To Be Held:
June 9, 2018

Applications Accepted Up To:
May 4, 2018

TYPICAL WORK ACTIVITIES: (Illustrative Only):

Investigates and reviews all felony level cases and narcotics cases, as assigned;
Investigates all death cases, homicides, suicides, traffic fatalities, natural or otherwise and including juvenile issues;
Responds to and preserves scene, and identifies, collects and secures physical evidence;
Prepares written documentation of the recovery and retention of evidence;
Interviews victims, witnesses, suspects and others to obtain information on crimes under investigation;
Takes latent fingerprints, photographs, measures and sketches crime scene;
Prepares reports, takes statements, prepares legal documentation, information, search warrants, etc.;
Obtains and executes search warrants to obtain evidence;
Maintains liaison with and assists other agencies such as courts, the District Attorney's Officer, Social Services, Medical Examinees Office, and other investigation techniques;
Prepares written record of findings;
Testifies at all hearings, Grand Juries and trials regarding investigation results;
Conducts surveillance and undercover work of property or persons;
Arranges for identification of suspects in felony cases, through line-up, photographs, etc.;
Attends and conducts advanced training in specialized areas such as narcotics enforcement, homicide, arson, robbery, kidnapping, rape, burglary, organized crime and sex offenses.

VETERANS CREDITS: 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.**

CREDIT FOR 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. 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 necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

APPLICATION FEE: A fee of **\$20.00** is required for each separately numbered examination for which you apply. When you are applying online, complete the required fields for payment as noted. As no refund will be made, 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. **The required fee must accompany your on-line application.**

If you are unable to apply on-line, please contact the Seneca County Personnel Office for an application. Send check or money order payable to Seneca County Treasurer along with the application, and write the examination number(s) and your Social Security Number on your 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 Treasurer. **Applications not accompanied by the application fee will not be processed for this examination.**

NOTE: Religious accommodation, handicapped persons: If special arrangements for testing are required, indicate this on your application form. All qualified candidates will be notified by mail as to location of exam, time, date, etc. Also, special testing arrangements for active military members are available.

NOTE: This written examination is being prepared and rated by the NYS Department of Civil Service in accordance with Section 23-2 of the Civil Service rules, regulations dealing with the rating of examinations will apply to the written test.

NOTE: Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. However, devices with typewriter keyboards, 'Spell Checkers, Personal Digital Assistants, Address Books,' Language Translators, Dictionaries, or similar devices are prohibited. **USE OF CALCULATOR IS PROHIBITED.**

GENERAL INSTRUCTIONS AND INFORMATION:

1. To apply online, please visit <https://seneca-portal.mycivilservice.com/jobopps> . If you are unable to apply online, you may mail or bring completed applications, along with the application fee, to the Personnel Office prior to, or on the last date of filing.
2. Before filling out your application, read carefully the announcement for this examination. If completing a paper application be sure to enter the examination title which identifies the examination for which you are filing.
3. Do not interpret a notice to appear for, or actual participation in the examination, to mean that you have been found to meet fully the announced requirements. Depending on the time available before an examination, applicants may be admitted to the examination on the basis of statements made on the application or conditionally, without prior review of the application. Such statements may not be reviewed and/or verified until after the examination is held. At that time those candidates not meeting the requirements will be disqualified and notified of such disqualification. Those candidates who are subsequently disqualified after taking the test will NOT be notified of their score.
4. Notify this agency immediately of any change of address. When writing give the title of examination.
5. Falsification of any part of the "Application for Employment" will result in disqualification.
6. Applicants must answer every question on the application form and make sure that the application is complete in all respects. An incomplete application may result in its disapproval.
7. The candidate must apply separately for each open-competitive and/or promotion examination he/she is eligible to take.
8. All experience required to meet the acceptable training and experience is full-time experience. (Part-time experience will be credited on a pro-rated basis.)
9. Appointment from an eligible list must be made from the top three candidates willing to accept appointment.

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

1. 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.

2. 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.

3. New York State Laws

These questions test for knowledge of the laws in effect on January 1, 2018 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.

4. 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.

5. 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.

P. E. R. C. Statement

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

A Guide for the Written Test for Police Supervisors/Investigators 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.

POSITIVELY NO APPLICATION WILL BE ACCEPTED AFTER THE LAST FILING DATE.

Issued: March 27, 2018