



SENECA COUNTY

AN EQUAL OPPORTUNITY EMPLOYER

CIVIL SERVICE OPPORTUNITIES



DEPUTY SHERIFF / POLICE OFFICER **Exam Number 62155**

VACANCIES: At present there are no vacancies in the Seneca County Sheriff's Office, the Town of Seneca Falls or the Village of Waterloo. The resulting eligible list will be used to fill full time Deputy Sheriff positions at the Seneca County Sheriff's Office and full time Police Officer positions in the Town of Seneca Falls and Village of Waterloo.

RESIDENCY: Candidates must have been legal residents of Seneca County or one of the six contiguous counties for at least one month preceding the date of the written test. 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.

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

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

NOTE: Applicants who do not possess a high school or equivalency diploma are eligible to take the examination but will not be eligible for appointment until they obtain such diploma. For information on how to obtain an equivalency diploma, write to the New York State Education Department, Albany, NY 12234.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Driver's License: Candidates must possess a valid New York State Operator's license at time of appointment and maintain such license throughout the tenure of employment.

Age: Candidates must be at least 19 years old on or before the date of the exam to be admitted to the test. Eligibility for appointment as a Police Officer begins when candidate reaches age 20. Candidates who reach their 35th birthday on or before the date of 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. *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 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 the Seneca County Personnel Office to discuss their request.

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

Examination To Be Held:

December 2, 2017

Applications Accepted Up To:

October 27, 2017

FOR FURTHER INFORMATION, PLEASE SEE REVERSE SIDE.....

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

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

BACKGROUND INVESTIGATION: As a condition of employment, you may be required to submit to and successfully pass a controlled substance screening. Candidates may be subject to a thorough background investigation to determine suitability for appointment. Applicants may be required to authorize access to educational, employment, criminal history, motor vehicle and any other record checks deemed applicable for such investigation.

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.**

APPLICATION FEE WAIVER: A waiver of the application fee is available for individuals who are unemployed and primarily responsible for the support of a household; or individuals who are eligible for Medicaid, or receiving Supplemental Security Income (SSI) payments; or individuals who are receiving Public Assistance in the form of Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance, or are certified eligible for Job Training Partnership Act/Workforce Investment Act programs through a state or local social services agency. If you can verify eligibility for application fee waiver, complete an "Application Fee Waiver Request and Certification" form and submit it with your application.

CROSS-FILING: If you cross file for the December 2nd examination with more than one civil service agency, you must notify each agency in writing before the last filing date so that arrangements can be made for you to take a single written test for all jurisdictions for which you apply. Please indicate on the cross filing form obtained at the Personnel Office the names of the jurisdictions where other applications have been filed and the location where you wish to sit for this test. Failure to notify each agency may result in disqualification from one or more examinations in the series. If you have applied for both State and local government examinations, you must take all of your examinations at the State examination center. You will be advised by letter when and where to report for your examination.

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.

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 is available.

TYPICAL WORK ACTIVITIES: (Illustrative Only):

Patrols an assigned area on foot, on a motorcycle or in a radio cruising car;
Checks doors and windows of unoccupied businesses and residential property;
Investigates suspicious activities and makes arrests for violations of federal and state laws and local ordinances;
Escorts prisoners to jail and to court and has them booked on charges;
Investigates cases involving neglected, abused or delinquent children;
Watches for and makes investigations of wanted and missing persons and stolen cars and property;
Directs traffic and marks cars for overtime parking;
Maintains order in crowds and attends parades and other public gatherings;
Answers questions for and directs the public;
Broadcasts radio messages;
Makes criminal and plain clothes investigations as assigned;
Observes and reports conditions requiring the attention of other county departments;
Makes regular reports of activities.

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

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. Reading, understanding and interpreting written information

These questions test for the ability to read, understand, and interpret the kinds of written information that police officers are required to read during their formal training period and on the job.

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.

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QUALIFYING PHYSICAL FITNESS TEST:

The three elements measured in the qualifying physical fitness test are muscular endurance, absolute strength and cardiovascular capacity. The following is a brief description of the physical fitness test:

MUSCULAR ENDURANCE – The requirement is for a number of bent-knee sit-ups to be performed in one minute.

PUSH-UPS – This test measures muscular endurance of the upper body (anterior deltoid, pectoralis major and triceps). The requirement is for a number of full body repetitions that a candidate must complete without breaks.

CARDIOVASCULAR CAPACITY – 1.5 Mile Run: the requirement is for the attainment of a score calculated in minutes and seconds.

The Municipal Police Training Council (MPTC) adopted the physical fitness screening test based on the model formulated by the Cooper Institute of Aerobics Research. The minimum passing scores, depending on age and sex, represent the fortieth (40th) percentile of physical fitness as established by the Cooper Institute.

RETEST POLICY FOR PHYSICAL FITNESS TEST:

If a candidate fails any part of the physical fitness test, he/she will have the opportunity for retest. There will be a thirty-day waiting period for the first and final retest. A candidate can be tested a total of two (2) times on the physical fitness test. If a candidate does not qualify on the physical fitness test, he/she will have to re-apply for the written test. **No name will be certified from the eligible list until after successfully completing the entire physical fitness test.**

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 for filing.
2. Before filling out your application, read carefully the announcement for this examination. If completing a paper application be sure to enter, at the top of page 1, 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.

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

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Posting Date: 09/20/17