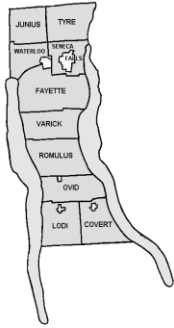


# SENECA COUNTY

AN EQUAL OPPORTUNITY EMPLOYER

## CIVIL SERVICE OPPORTUNITIES



### DEPUTY SHERIFF/POLICE OFFICER Exam Number 66172

**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 35<sup>th</sup> 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:  
September 14, 2019

Applications Accepted Up To:  
August 8, 2019

**NOTE:** Due to the nature of the position incumbents may be required to work mandated overtime and irregular hours as needed.

**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, or alternatively be mailed to the Seneca County Department of Human Resources, DiPronio Drive, Waterloo, NY 13165 BY THE APPLICATION DEADLINE.**

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, or such fee is not mailed to the Seneca County Department of Human Resources, BY THE APPLICATION DEADLINE, 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 at this web page: <https://seneca-portal.mycivilservice.com/Application-Fee-Waiver%20ADA.pdf> and submit it with your application.

**CROSS-FILING:** If you cross file for the **09/14/19** 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 by clicking here: <https://seneca-portal.mycivilservice.com/Crossfile%20Form.pdf> 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.

**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 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: Use of calculators is PROHIBITED.**

**TYPICAL WORK ACTIVITIES:** (Illustrative Only):

Patrols an assigned area on foot, on a motorcycle or in a radio cruising car or patrol vessel;  
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. 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.

**2. 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.

**3. 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.

**4. PROBLEM SENSITIVITY & 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, laws, 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.

**5. 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.

**6. 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.

**7. 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 you would move to get to another location in the shortest (least distance) route.

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.

A Guide for the Written Test for the Entry-Level Law Enforcement Officer Series (for all municipalities except White Plains) is available at the New York State website: <https://www.cs.ny.gov/testing/testguides.cfm>

#### **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-leg 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 (40<sup>th</sup>) 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>
2. Before filling out your application, read the announcement for this examination carefully to determine if you clearly meet the minimum qualifications for this exam.
3. Do not interpret a notice to appear for, or actual participation in the examination, to mean that you have been found to fully meet 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 complete an "Application for Employment" 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 paid experience. (Part-time paid 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/FEE/FEE WAIVER WILL BE ACCEPTED AFTER THE LAST  
FILING DATE.  
SENECA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

Posting Date: **July 5, 2019**