

PLEASE POST CONSPICUOUSLY

ISSUED 1/28/2022

STATE NO. 68889

LOCAL NO. 2538

WASHINGTON COUNTY DEPARTMENT OF CIVIL SERVICE

383 Broadway, Fort Edward, New York 12828

Telephone (518) 746-2250 www.washingtoncountyny.gov

EXAMINATION FOR

DEPUTY SHERIFF

DATE OF EXAMINATION:

APRIL 9, 2022

APPLICATIONS ACCEPTED UP TO:

MARCH 2, 2022

IMPORTANT NOTICE: *The Entry-Level Law Enforcement Officer Examination Series held on September 18, 2021, is being held again on April 9, 2022 by this agency. **A candidate is permitted to take examinations in the Entry-Level Law Enforcement Officer Series on ONE of these dates, but not both.** Any candidate who took a Police Officer, Deputy Sheriff or other examination on September 18, 2021, will be able to use the score achieved on that date to determine his or her placement on the eligible list resulting from this April 9, 2022, examination. Any candidate who FAILED an examination held on September 18, 2021, **SHOULD NOT APPLY** for this April 9, 2022, examination.*

Candidates who were successful on an examination held on September 18, 2021, and apply for this April 9, 2022, examination must attach the following information to their application: (1) the name of the civil service agency which conducted the September 18, 2021, examination; (2) the examination title(s) and number(s); and (3) the score that was achieved. The information provided by candidates will be verified by this agency before the eligible list for this examination is established.

Any candidate who took any Entry-level Law Enforcement Officer examination included in the September 18, 2021, examination series and does not provide information relating to his or her participation in that series holding, or who falsifies information relating to his or her examination score will be disqualified from this examination and may also be disqualified from participating in any examination in the Entry-Level Law Enforcement Officer Series prepared by the New York State Department of Civil Service for a period of up to five years.

VACANCIES: The eligible list established as a result of this examination will be used to fill future vacancies in the Washington County Sheriff's Department in Fort Edward, New York which may occur during the life of the list. *Candidates must pass the written examination and the qualifying physical fitness test to be placed on the eligible list.

SALARY: \$18.31/hour

APPLICATION FEE: There is a **NON-REFUNDABLE FEE** of \$20.00 for this examination. **(DO NOT SEND CASH)**. The required \$20.00 fee must accompany your application. **AS NO REFUND WILL BE MADE**, you are urged to compare your qualifications carefully with the specified minimum qualifications and file for the examination only if you are clearly qualified. **ALL CHECKS AND/OR MONEY ORDERS SHOULD BE MADE PAYABLE TO WASHINGTON COUNTY TREASURER.**

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 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 by the close of business on the Application Deadline as listed on the Examination Announcement. Form can be found at www.washingtoncountyny.gov, or by request.**

RESIDENCY: Candidates must have been legal residents of Washington, Rensselaer, Saratoga, Essex, or Warren County for at least one month immediately preceding the date of the written test.

DUTIES: This position involves the responsibility for patrolling the county in a squad car and/or on foot and assisting in the investigation of violations of law and the apprehension of criminals. Employees in this class are responsible for the efficient performance of routine patrol duties in a specified area of the County during a designated shift and on a temporary assignment basis to various other functions within the department. Incumbents are required to carry firearms and apply modern scientific police methods and procedures to investigative and surveillance duties. The work is performed under general supervision of a higher-ranking officer with considerable independent responsibility allowed for exercise of sound judgment in normal work situation and emergencies. Does related work as required.

Deputy Sheriff – (Continued)

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the date of the written test:

Applicants must be high school graduates or possess an equivalency certificate issued by the New York State Education Department as stated in Section 58 of the Civil Service Law.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS/APPOINTMENTS:

Candidates must be at least 19 years of age and less than 35 years of age at the time of examinations.
Candidates must possess a valid New York State driver's license at time of appointment.

DUE TO AGE REQUIREMENT, YOUR BIRTH DATE MUST BE INCLUDED IN SECTION #3 OF THE APPLICATION.

CVS § Section 58.1(a): "he or she is not less than twenty years of age as of the date of appointment nor 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 are requesting an alternate test date are advised to contact Washington County Department of Personnel/Civil Service to discuss their request.

Candidates must be at least 19 years of age on or before April 9, 2022, to be admitted to the written 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:
Pursuant to **CVS § 58.1 (a)(i)** "time spent on military duty or on terminal leave, not exceeding a total of six years, shall be subtracted from the age of any applicant who has passed his or her thirty-fifth birthday as provided in subdivision 10-a of Section 243 of the military law;"

CITIZENSHIP: United States citizenship is required at the time of appointment. It is not necessary for admission to the examination.

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

CROSS-FILERS: If you have applied for any other civil service exam to be given on the same test date for employment with New York State or any other local government agency, you must make arrangements to take all exams at one test site. If you have applied for both State and local exams, you must make arrangements to take all exams at a State examination center by providing a Cross-File Application to this agency **no later than three weeks** before the test date. If you have applied for other local government exams, call or write to each agency to make arrangements **no later than three weeks** before the test date. You must notify each agency of the test site at which you wish to take your exams. **For this agency you must provide a Cross-File Application.**

SUBJECTS OF EXAMINATION: A test designed to evaluate knowledge, skills and /or abilities in the following areas:

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.

Deputy Sheriff – (Continued)

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.

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.

NOTICE TO CANDIDATES: USE OF CALCULATORS IS PROHIBITED FOR THIS EXAM. Unless otherwise notified, candidates are prohibited to use quiet, hand-held, solar or battery powered calculators. The use of cell phones, pagers, headphones, and any other electronic and/or communication device (e.g., smart watch, Fitbit, iPad, tablet, E-Reader, etc.) is strictly prohibited at the test site. Any use or display of these devices during the administration of the test can result in disqualification. If you have such devices with you, you must turn them off and place them out of sight. You MAY NOT use them during any restroom break you take outside of the room. Do not display these devices again until you have completed your examination and you have left the building.

CANDIDATES MUST PASS THE WRITTEN EXAM AS WELL AS THE QUALIFYING PHYSICAL FITNESS TEST IN ORDER TO BE PLACED ON THE ELIGIBLE LIST AND CONSIDERED FOR APPOINTMENT.

QUALIFYING PHYSICAL FITNESS TEST: The elements measured in the qualifying physical fitness test are muscular endurance (core body and upper body) and cardiovascular capacity. The following is a brief description of the physical fitness test:

Sit Ups- This test measures muscular endurance of the core body (obliques and abdominis). 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 triceps). The requirement is for a number of full body repetitions to be performed in one minute.

1.5 Mile Run- This test measures cardiovascular fitness. The requirement is for the attainment of a score calculated in minutes and seconds.

The Municipal Police Training Council 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.

Failure on any part of the qualifying test will remove your name from further consideration for appointment.

CANDIDATES WHO PASS THE WRITTEN PORTION BUT FAILS TO APPEAR FOR THE QUALIFYING PORTION OF THE EXAMINATION, WHEN SCHEDULED, WILL BE ELIMINATED FROM THE ELIGIBLE LIST.

RETEST FOR PHYSICAL AGILITY TEST: If a candidate fails any part of the physical fitness test, he/she will have one opportunity for a retest. **NOTE: Candidates must have appeared at the first agility date in order to appear at the retest.**

QUALIFYING MEDICAL EXAM: Candidates who have passed the written portion and qualifying physical fitness test, who are reachable for appointment, and who are given a conditional offer of employment, will then be scheduled by the Washington County Department of Personnel/Civil Service for the required medical examination, including drug testing.

NOTE: FAILURE TO MEET THE MEDICAL EXAM REQUIREMENTS WILL RESULT IN DISQUALIFICATION. FAILURE TO APPEAR FOR A SCHEDULED MEDICAL EXAM WILL RESULT IN DISQUALIFICATION.

INVESTIGATIVE SCREENING: As stated in Section 58 of the Civil Service Law, there will be a background investigation conducted in accordance with the standards of the municipal police training council (MPTC). Derogatory information will be evaluated and may result in disqualification. All convictions must be reported. Conviction of a felony or misdemeanor, or any falsified or omitted information, may bar appointment, or result in removal after appointment, depending upon the relationship of the violation or omission to the duties of the position. Applicants will be required to submit the necessary fees for the fingerprint processing, where required.

Deputy Sheriff – (Continued)

PSYCHOLOGICAL EVALUATION: As stated in Section 58 of the Civil Service Law, you will be required to participate in a psychological evaluation to determine your fitness to perform the essential duties of the position prior to appointment. Failure to meet the standards may result in your offer of employment being rescinded or in your disqualifications. An eligible will be called for a psychological assessment as needed to fill existing and anticipated vacancies.

VETERANS CREDITS: Veterans or disabled veterans who are eligible for additional credit must complete the veteran's credit section of their application for examination and submit a **copy of their DD214 Member 4 copy**. This information may be submitted any time between the date of application for examination and the date of the establishment of the resulting eligible list.

-Effective January 1, 1998 the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. 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.

-Article 5, Section 6 of the NYS Constitution, effective 1/1/14, was amended to entitle veterans who (1) used non-disabled veterans' credits to obtain a civil service appointment or promotion with NYS or local government AND (2) subsequent to such appointment was determined to be a qualified disabled veteran, to 10 additional credits on exams, minus the number of credits already used for the prior appointment. Documentation must be provided. More information can be obtained from this civil service agency.

SECTION 85(A): "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."

SECTION 23(2): 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 New York State Civil Service, Rules and Regulations dealing with the rating of examinations will apply to this written examination.

RELIGIOUS OBSERVER/HANDICAPPED PERSONS: If special arrangements for testing are required, indicate this on your application.

WASHINGTON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER