

COLUMBIA COUNTY CIVIL SERVICE COMMISSION

401 STATE ST., HUDSON, NEW YORK 12534

Phone: 518-828-6622

www.columbiacountyny.com



Issue Date: 5/30/18
County #3120

Columbia County Civil Service Commission
announces an open-competitive examination for:

DEPUTY SHERIFF #61969

Date of Examination:

September 15, 2018

Last Filing Date:

August 10, 2018

Filing Fee:

Fee for this examination is \$25.00
(See reverse side for instructions)

Vacancy:

The eligible list established from this examination will be used to fill vacancies as they occur in the Columbia County Sheriff's Department.

Residency:

Candidates must be a resident of Columbia County at the time of examination and for four (4) months prior to the date of the exam.

Salary:

\$47,491.00 - \$60,405.00

Place of Examination:

To be announced

Distinguishing Features Of The Class: This is a uniformed law enforcement position, involving the responsibility for the enforcement of NYS Laws, including routine patrolling of the roads, maintaining security in the jail, providing security for the courts and county buildings, responding to a variety of citizen complaints and serving papers. Deputy Sheriffs may be given special assignments such as navigation patrol, Special Traffic Operations program, or transporting inmates to State Facilities. Deputy Sheriffs are also responsible for routinely performing duties of the Dispatcher. The work is performed under the general supervision of the Shift Sergeant, Undersheriff or other ranking officer. Deputy Sheriffs may be designated "officer-in-charge" of a given shift but supervision is not otherwise a normal responsibility of positions in this class. Candidate will be expected to perform related work, as required. Typical work activities (illustrative only), include, but are not limited to the following: Maintains law and order patrolling assigned areas to enforce laws, investigates crimes and arrests violators; Drives patrol vehicle through assigned area, observing traffic violations and issuing citations; Assumes control at traffic accidents to maintain traffic flow, assists accident victims and investigates causes of accidents; Notifies superiors of major accidents or crimes, contacting coroners if necessary and making preliminary investigations; Investigates illegal or suspicious activities of persons and quells disturbances; Locates and takes persons into custody on arrest warrants; Transports or escorts prisoners between courtrooms, correction facilities and medical facilities; Maintains order in crowds, parades, fairs, funerals and other public gatherings; Serves court orders and processes, such as summonses, subpoenas and income executions; Assists other law enforcement agencies in the conduct of criminal and non-criminal investigations; Attends court and presents evidence in connection with arrests made or cases investigated; Answers questions for and directs and assists the public; May operate radio desk, receiving complaints from the public concerning crimes and emergencies, notifying patrol units in the vicinity and operating police computer; May perform marine patrol, operating boats in navigable waters of the County; May provide security at the County jail and may transport and guard inmates from the County Jail to Hospital, Doctor or Dentist Office, court appearances or to local or state facilities; Supervises the serving of meals by Trustees and the cleaning of the jail by Trustees and the regular inmates; Performs regular cell checks, records movement in and out of cell blocks in log books and escorts inmates to and from meetings and telephone calls; Guards inmates during open recreation periods and oral contact visitation; Processes new inmates by taking medical history, strip searching and issuing bedding. Full performance, knowledge, skills, abilities and personal characteristics, required of candidate, are as follows: Working knowledge of modern principles, practices and techniques of police work; working knowledge of New York State Penal Law, Vehicle and Traffic Law, Criminal Procedures Law and other applicable laws, regulations and ordinances; working knowledge of the local geography; working knowledge of the operation of radio equipment; skill in use of firearms; ability to acquire skill in the use of special equipment including police radar, breathalyzers and the tele-type communication system; skill in the operation of a patrol car; ability to apply first aid; ability to deal firmly yet courteously with the public; good powers of observation; ability to follow and communicate written and oral directions; good judgment; good character; physical condition commensurate with the demands of the position.

Minimum Qualifications: (ON OR BEFORE LAST FILING DATE):

Graduation from high school or possession of a high school equivalency diploma **AND**

Candidate must be at least 19 years of age on or before September 15, 2018 to be admitted to the written test. Eligibility for appointment as a Deputy Sheriff or Police Officer begins when the candidate reaches the age of 20. **Candidates who reach their 35th birthday on or before the date of the written exam (9/15/18) are not qualified to participate in the exam 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 examination." The maximum age established in Section 58 requires the candidate must not have reached his/her 35th birthday on or before the date of the written exam. Candidates who may be impacted by the maximum age requirement and who are requesting an alternate test date (for active military duty, Sabbath observance or for an alternate test date situation which meets the conditions of this Commission's alternate test date policy) are advised to contact this office to discuss this request*

Special Requirements:

- Must not have been convicted of a felony. Misdemeanor may bar appointment.
- Possess a valid driver's license issued by NYS Dept. of Motor Vehicles;
- Must be a US citizen;
- Must successfully pass background check and psychological test;
- Must be eligible for a certificate of training issued by the Executive Director of the Municipal Police Training Council;
- Must be able to obtain a NYS Pistol Permit.

EXAM SERIES: Police Entrance

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: <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.

In addition to the written test, candidates must meet the physical fitness and medical standards prescribed by the Municipal Police Training Council. Candidates must pass the written test in order to be scheduled for the qualifying physical fitness test and medical standards.

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 score, depending on age and sex, represent the fortieth (40th) percentile of physical fitness as established by the Cooper Institute. Failure on a part of the qualifying test will remove your name from further consideration for appointment. (The physical fitness-screening test may

be subject to change by the MPTC). **The physical fitness-screening test along with the medical will be scheduled when a conditional offer of employment has been made to a candidate. Retesting is NOT ALLOWED.** 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:

Sit-up: Muscular endurance (core body) - The score indicated below is the number of bent-leg sit-ups performed in one minute.

Push-ups: Muscular endurance (upper body) - The score below is the number of full body repetitions that a candidate must complete without breaks.

1.5 mile run: Cardiovascular capacity - The (time) score indicated below is calculated in minutes: seconds.

MALE/Age	Sit-Up	Push-up	1.5 Mile Run
20-29	38	29	12:38
30-39	35	24	12:58
40-49	29	18	13:50
50-59	24	13	15:06
60+	19	10	16:46
FEMALE/Age	Sit-up	Push-up	1.5 Mile Run
20-29	32	15	14:50
30-39	25	11	15:43
40-49	20	9	16:31
50-59	14	-	18:18
60+	6	-	20:16

Cross Filer Notification:

If you have applied for any other civil service examination to be given on the same test date for employment with NYS or any other local government jurisdiction excluding New York City, you must make arrangements to take all the examinations at one test site.

- If you have applied for local government examinations, call or write to each civil service agency to make arrangements no later than two weeks before the date of the examinations. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take the examination
- If you have applied for both **State and local** government examinations, you must make arrangements to take all your examinations at the **State Examination Center** by calling (518) 474-6470 or 1-877-697-5627 Toll Free – press 2 then press 1) no later than two weeks before the test date.

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 credits in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credits. 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.

Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Veteran's credits can only be added to a passing score on the written examination. You must submit an application for veterans' credit and a copy of your DD-214 with your application. Applications forms for veteran's credits are available at the Civil Service Office at 401 State St., Hudson, NY or on the Columbia County Civil Service Commissions website www.columbiacountyny.com

This examination will be prepared and rated in accordance with Section 23 (2) of the Civil Service Law. The provisions of NYS Civil Service Law, Rules, and Regulations dealing with the preparation and rating of examinations will apply to this exam.

The following must be submitted to apply for this exam:

- Application for Examination (MSD330) & Attached Form
- Required Filing Fee of \$25.00 in the form of cash (exact change preferred) or money order payable to the Columbia Co. Treasurer
NO PERSONAL CHECKS ACCEPTED
- Copy of candidate's NYS Driver's License
- If applicable: Application for Veteran's Credits and copy of DD214

COLUMBIA COUNTY - AN EQUAL OPPORTUNITY EMPLOYER

USE OF CALCULATORS IS PROHIBITED

GENERAL INSTRUCTIONS TO CANDIDATES

Applications may be obtained from Columbia County Civil Service, 401 State St., Hudson, NY 12534 Phone: 518 828-6622. Applications will be accepted for filing during **OFFICE HOURS ONLY** Monday – Friday 8:00 am – 4:00 pm or via mail...Applications postmarked on the last filing date will be accepted. **Applications received/postmarked after the last filing date will not be accepted, including those sent via Columbia County inter office mail.**

Note: Sabbath observers/disabled persons/military members: If special arrangements for testing are required, indicate this on your application form.

VETERANS CREDITS: Disabled and non-disabled veterans who establish their eligibility for additional credits and are successful in the exam are entitled to have 10 and 5 points respectively (5 and 2 ½ points of credits in the case of promotional examination), added to their earned scores provided they have not used such credits to obtain permanent appointment or promotion. You will be allowed the option of waiving these credits after the completion of the examination. Effective 1/1/98 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 exams. 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 veterans' credit.

"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."

RESIDENCY REQUIREMENTS: Candidates must be a resident of Columbia County at the time of exam and for four months prior to the date of the examination, unless otherwise stated on the front of the announcement. Preference in appointment may be given to Columbia County residents or residents of each civil division. (CS Law Section 23.4) when opened to contiguous counties. It is the responsibility of the candidate to file a **Change of Address Notification Form (available @ Civil Service or @ www.columbiacountyny.com and all supporting documentation as necessary.** Information provided will be reviewed at a monthly commission meeting. **Date of address change on Eligible list will be effective the date of the commission meeting after information has been reviewed.** No attempt will be made to locate candidates who have moved.

RATING & REVIEW: Unless the announcement states otherwise, this written examination is being prepared and will be rated by NYS Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the NYS Civil Service Rules and Regulations dealing with preparation and the rating of exams will apply to this written examination.

TRANSCRIPTS: Whenever college transcripts or diplomas are required, they should be submitted with the application for the examination.

EXAM NOTICES: The Commission does not acknowledge receipt of the application, but all applicants will be notified of the disposition of their application. Approved candidates will be notified at least four days in advance of the place, date and hour of the examination. Every candidate should bring his/her Social Security Number to the exam. Do not interpret a notice to appear for the exam to mean that you have been found to meet fully the announced requirements. Applicants are admitted to the exam on the basis of statements made in the application. These statements may not be reviewed and/or verified until after the exam has been held. At that time those candidates not meeting the requirements will be disqualified. Candidates who are disqualified after taking the exam will not receive a score. If you have not received a notice to appear for the written test three days before the date of the test, you should call 828-6622.

CALCULATORS: Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, Spell Checkers, Personal digital assistants, address books, language translators, dictionaries, cell phone calculators or any similar devices are prohibited.

ELIGIBLE LIST: The lists established as a result of examinations will remain in existence for a minimum of one (1) year maximum of (4) four years. When an Eligible List has been in existence for less than one year and a new list for the same position or group of positions is established, the names of the persons remaining on the old list shall have preference in certification over the new list until such old list is one year old. **Changing conditions may make it advisable to certify to future vacancies at higher or lower salaries than announced.**

FILING FEES: A filing fee as indicated on the front will be required with your application. Please write the examination no. and your social security no. on your money order, certified or bank check. Please be advised that NO REFUNDS will be made, therefore, you are urged to compare your qualifications carefully with the requirements for admission and file only for those exams for which you are qualified. **MAKE MONEY ORDERS/BANK OR CERTIFIED CHECKS PAYABLE TO: Columbia Co. Treasurer & mail to Civil Service with your application. Cash is accepted (exact change would be preferred). PERSONAL CHECKS WILL NO LONGER BE ACCEPTED.**

APPLICATION WAIVER FEE: 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 by the close of business on the Application Deadline as listed on the Examination Announcement. Copies of the Application Fee Waiver and Certification forms are available at the Civil Service Office, 401 State St., Hudson, NY 12534 (518) 828-6622 or on our web site at www.columbiacounty.ny.com.**

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center. If you need an alternate test date, see Alternate Test Date Policy @ www.columbiacounty.ny or call this office at (518) 828-6622 prior to the examination.

MINIMUM QUALIFICATIONS: A candidate must meet the qualifications on or before the last filing date.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS & QUESTAR III: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or Questar III as involving direct contact with students, a clearance for employment from the State Education Department is required.

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.**

NOTE: Evaluation of foreign post secondary education is required. Please ask for a listing of private/not-for-profit agencies who evaluate foreign credentials. You must obtain an independent evaluation of your education to verify the equivalency of same to the minimum qualifications. This must be presented with your application at time of filing.

THIS FORM MUST BE ATTACHED TO YOUR EXAM APPLICATION (MSD330)

**Columbia County Civil Service Commission
401 State Street
Hudson, NY 12534
828-6622**

www.columbiacountyny.com

FORM TO BE COMPLETED AND RETURNED WITH APPLICATION AND FILING FEE

Name: _____

Mailing Address: _____

Legal Address of Residency: _____
Street Town/Village/City County

Date of Birth: _____

Driver's License ID # _____ (copy attached)

Are you a Veteran requesting veteran's credits _____ If yes, Veterans Application & DD214 must be attached
Yes No

Have you cross-filed to take any other examinations on November 19, 2016 other than Police Officer #68037 and/or Deputy Sheriff #61969
Yes No

If you answered yes to the above question, list the title of the examination(s), exam number(s) and Civil Service Agency(s).

Title of Exam Exam No. County/City

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Title of Exam Exam No. County/City

Indicate what examination site you will take exams at: _____

It is your responsibility to notify all the agencies that are involved

IMPORTANT: Application for the Columbia County examination qualifies you for the Columbia County exam **ONLY**. An application for the Police Officer Exam must be submitted on each agencies application form and submitted to each individual agency along with the required filing fee and paperwork. You must apply to the agency where you wish to be considered for appointment.

If your application is approved and you take the Columbia County Police Officer and/or Deputy Sheriff Examination at another exam site, be sure to include the appropriate exam numbers on the candidate ID form and Answer sheet at the test site (refer to your admittance notice for exam numbers).

Applications may be obtained at either, the Columbia County Civil Service Office at 401 State Street, Hudson, NY 12534 or the County website at http://www.columbiacountyny.com/documents/employment_docs/application.pdf. You will not be allowed to take the exam unless the application is submitted on or prior to the filing deadline, August 10, 2018.