

JEFFERSON COUNTY DEPARTMENT OF HUMAN RESOURCES

County Office Building - 175 Arsenal Street

Watertown, NY 13601

www.co.jefferson.ny.us

Valerie M. Borland
Director of Human Resources

**FOR INFORMATION ONLY
NOT CURRENTLY
SEEKING CANDIDATES**

NO. 63-879 POLICE OFFICER/DEPUTY SHERIFF

ALL APPLICANTS MUST ALSO COMPLETE THE POLICE OFFICER/DEPUTY SHERIFF APPLICATION SUPPLEMENT.

VACANCIES: This list will be used to fill vacancies as they occur in the villages of Jefferson County and/or at the Jefferson County Sheriff's Department.

SALARY: Deputy Sheriff: \$19.56 - \$23.95/hr (2014 salary)
Police Officer: Salary varies by village.

CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF JEFFERSON COUNTY OR CONTIGUOUS COUNTIES (Lewis, St. Lawrence, Oswego) FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST. Preference in appointment may be given to candidates who have been legal residents of the appointing jurisdiction for at least one month prior to the date of certification of eligibles and must be a resident of such jurisdiction at time of appointment.
DEPUTY SHERIFF: Must be legal residents of Jefferson County to qualify for appointment.

Disabled Persons and Persons needing Religious Accommodation: If special arrangements for testing are required, indicate this on your application form.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma, or GED certificate from the Armed Forces as described in Section 58 (b) of the Civil Service Law.

SPECIAL REQUIREMENTS: Candidates must meet all requirements of Section 58 of the Civil Service Law to include satisfying the medical and physical requirements prescribed by the Municipal Police Training Council.

AGE: Candidates must be at least 19 years old on or before the date of the examination to take the test. Eligibility for appointment as a Police Officer 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: 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.

DRIVER'S LICENSE: To be eligible for appointment, candidates must possess a valid New York State driver's license.

CITIZENSHIP: United States Citizenship is required.

PHYSICAL AND MENTAL: Candidates must be physically strong and active; free from mental and physical defects, deformities or diseases, well proportioned within the range of accepted standards; and have satisfactory hearing and satisfactory eyesight without corrective lenses.

NOTE: Candidates must meet the physical fitness and medical standards prescribed by the Municipal Police Training Council. All candidates should have vision better than or equal to 20/30 in each eye. If a candidate must use corrective lenses (glasses or contacts) in order to satisfy the 20/30 vision standard, then such candidate's uncorrected vision should be no worse than 20/100 in each eye; acceptable color perception; weight in proportion to height and frame size; and acceptable hearing acuity. Detailed physical and medical requirements will be supplied upon request.

An individual should not forego taking a written examination for Police Officer or Deputy Sheriff or consider himself or herself ineligible for Police Officer or Deputy Sheriff employment solely because he or she does not now meet or may not be able to meet the current height, weight, and physical fitness standards. In addition to the written examination, an assessment of an individual's physical ability/agility will be made. Candidates should be aware that an offer of employment is contingent upon the passing of an appropriate medical examination.

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.

CONVICTION OF A FELONY WILL BAR AND CONVICTION OF A MISDEMEANOR OR OTHER OFFENSE MAY BAR PARTICIPATION IN EXAMINATION AND APPOINTMENT.

SPECIAL REQUIREMENT: Section 209-q of the General Municipal Law requires that any person seeking permanent appointment as an entry-level municipal Police Officer must complete an approved Municipal Police Training Program

EXAMPLES OF WORK: (illustrative only)

Patrols an assigned area during a specific period in motorized police equipment;
Investigates suspicious activities and complaints and makes arrests for violations of Federal and State laws and local ordinances;
Watches for and makes investigations of wanted and missing persons and stolen cars and property;
Maintains order in crowds, parades, funerals, or other public gatherings;
Serves subpoenas, tax notices, traffic summonses, and other legal papers;
Arrests traffic violators and/or issues appearance tickets;
Assists in the investigation of felonies and other types of crimes;
Transports prisoners to Family, Justice, and County Courts and to penal institutions and state hospitals;
Attends court and presents evidence in connection with arrests made or cases investigated;
Operates radio equipment to dispatch police and fire personnel and equipment;
Answers questions for and directs the public;
Makes daily reports of activities.

SCOPE OF EXAMINATION: Written test will cover knowledge, skills, and/or abilities in such areas as:

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 Local Police Entrance is available at the New York State website: www.cs.state.ny.us/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.

THE USE OF CALCULATORS IS PROHIBITED FOR THIS EXAM.

PERC 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. This committee was selected with the assistance of, and the endorsement by, the Police Conference of New York, Inc., the Metropolitan Police Conference of New York State, Inc., and the New York State Association of Chiefs of Police, Inc. Chapter 548 of the N. Y. State Laws of 1976 "empowers the Division of Criminal Justice Services to charge a fee when it conducts a search of criminal history records in connection with an application for employment". You will be required to submit payment of this fee only if you are appointed.

Applicants must complete the New York State Higher Education Services Corporation student loan question on page 2 of the application, pursuant to Section 50-B of the Civil Service Law.

JEFFERSON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: With the exception of written tests announced by New York City, if you have applied to take a written test announced by New York State or any local jurisdiction (county, town, city) scheduled to be held on the same test date as this written test, you must indicate all pertinent examination (exam number, title, and location/jurisdiction) information on a separate piece of paper and submit it with your application.

CANDIDATES WILL BE NOTIFIED OF THE PLACE OF THE EXAMINATION.

*A **NON-REFUNDABLE** fee of \$20 is required for each separately-numbered examination for which you apply. The required fee must accompany your application. Send check or money order payable to the **Jefferson County Treasurer** and write the examination title(s) and number(s) on your check or money order. **DO NOT SEND CASH.** File only for those examinations for which you are clearly qualified. An exception to the fee requirement will be made only for persons who provide proof that they are unemployed and are primarily responsible for the support of the household; or who are receiving Medicaid, Supplemental Security Income (SSI) 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. Individuals wishing to claim this waiver of fee must complete an **Application Fee Waiver Request and Certification Form**. This form is available at the Jefferson County Department of Human Resources office. Such claims are subject to later verification and, if not supported by appropriate documentation are grounds for barring appointment.