STARTING SALARY/RANGE: $28,191 Training salary  
$33,165 After successful completion of Training

VACANCIES: The eligible list, established as a result of this examination, will be used to fill any appropriate vacancies which may occur in this title under the jurisdiction of the Oneida County Commissioner of Personnel.

RESIDENCE REQUIREMENT: Applicants must be a legal resident of Oneida County for at least one month immediately prior to the date of examination. Must maintain Oneida County residency throughout appointment, per Public Officers Law, Section 3.1.

When preference in certification is given to residents of a municipality pursuant to subdivision 4-a of Section 23 of the Civil Service Law, an eligible must have been a resident of such municipality for at least one month prior to the date of certification in order to be included in a certification as a resident of such municipality and must be a resident of such municipality at the time of appointment.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENTS:

1. Possession of a valid New York State driver’s license at time of appointment. License must remain valid throughout appointment, to meet the transportation requirements of the job.
2. Deputies must successfully complete training in accordance with the Municipal Police Training Council for police officers during the probationary period or otherwise be removed from the position.

NOTE:  
1. Applicants must meet the minimum qualifications at time of application.
2. Further verification may be requested from candidates to verify their academic qualifications.

DUTIES: Responsible for serving Income and Property Executions, Eviction Notices and a variety of other Civil Summons and Complaints and papers. Incumbent performs related work as required.

SUBJECTS OF EXAMINATION: There will be a written test which you must pass in order to be considered for appointment. The written test will be designed to test for knowledge, skills, and/or abilities in such areas as:

1. **Applying Written Information (Laws, Rules, Regulations, Procedures, etc.) in Civil Law Enforcement** - These questions test how well you can apply written information, in the form of rules, to given situations similar to those typically encountered by civil law enforcement employees. All information needed to answer the questions is contained in the rules, regulations, etc., which are cited.

2. **Following Directions (Maps)** - These questions test your ability to follow physical/geographic directions using street maps or building maps. You will have to read and understand a set of directions and then use them on a simple map.

3. **Office Record Keeping** - These questions test your ability to perform common office record keeping tasks. The test consists of two or more “sets” of questions, each set concerning a different problem. Typical record keeping problems might involve the organization or collation of data from several sources; scheduling; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages and percents. **You should bring with you a hand-held battery- or solar-powered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone.**

4. **Understanding and Interpreting Written Material** - These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information
CALCULATORS ARE RECOMMENDED: Unless specifically prohibited, candidates are permitted to use QUIET, hand-held, solar- or battery-powered calculators ONLY. Devices with typewriter keyboards, such as cell phones, computers or devices which can be hooked up to a computer, spell-checkers, personal digital assistants, address books, language translators, dictionaries and any similar devices are PROHIBITED.

STUDY GUIDE: A “Guide for the Written Test for Civil Deputies/Court Security” is available at the New York State Civil Service website: www.cs.ny.gov/testing/localtestguides.cfm. Candidates not having access to a computer or the internet may request a copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

INSTRUCTIONS FOR APPLYING FOR MULTIPLE CIVIL SERVICE EXAMS SCHEDULED ON THE SAME DATE

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. Submit a completed CROSS-FILER NOTIFICATION form with your Oneida County application form.

GENERAL INSTRUCTIONS

1. APPLICATIONS: Unless otherwise indicated on this announcement, the candidate will complete one "Oneida County Application for Employment" form for each examination he/she wishes to take. NO COPIES WILL BE ACCEPTED. Applicants must answer every question on the application form, and make sure that the application is complete in all respects. INCOMPLETE APPLICATIONS WILL BE DISAPPROVED. All applications shall be filed with the Oneida County Dept. of Personnel. This office reserves the right to reject all applications received after the last filing date.

2. ADDRESS CHANGE: Failure to notify this office of a change of address may result in disqualification for examination or certification for appointment following examination. No attempt will be made to locate candidates who have moved.

3. RELIGIOUS ACCOMMODATIONS/DISABLED PERSONS/MILITARY MEMBERS: Please indicate on your application if special arrangements for testing are needed. Military Services Members: See instructions and information E on application.

4. ALTERNATE TEST DATES: In certain circumstances that fall under the Alternate Test Date Policy established by this department, an alternate test date may be arranged.

5. EMERGENCIES: If an emergency prevents you from appearing for the examination please notify this office no later than 10:00 AM on the Monday following the test date. (Tuesday, if Monday is a holiday), providing verifiable documentation of the reason.

6. VETERANS: See instructions and information F on application.

7. ADMISSION NOTICE: See instructions and information C on application. IF YOU HAVE NOT RECEIVED YOUR ADMISSION NOTICE THREE DAYS BEFORE THE DATE OF THE WRITTEN OR PERFORMANCE TEST, NOTIFY THIS OFFICE IMMEDIATELY.

8. ELIGIBLE LISTS: Appointments from an eligible list must be made from the top three candidates willing to accept appointment. The duration of an eligible list may be fixed for a minimum period of one (1) year and a maximum period of four (4) years. Changing conditions may make it advisable to certify to future vacancies at higher or lower salaries than those announced.

9. COLLEGE DEGREE/CREDIT: If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies providing this service may be obtained in person from the Oneida County Department of Personnel, by mail (include a self-addressed, stamped envelope) OR on the New York State Department of Civil Service web site: www.cs.ny.gov/jobseeker/degrees.cfm. You will be responsible for the required evaluation fee.

10. Federal and State Law prohibit discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, marital status or genetic predisposition or carrier status.
11. This examination is being prepared and rated in accordance with section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules, and Regulations dealing with the preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

12. **ADDITIONAL 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.

13. **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.

14. **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 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. If you can not download this form by clicking on its title, the form is available at the Oneida County Department of Personnel, 800 Park Avenue, Utica, NY 13501. You may also call (315) 798-5726 or write to the Oneida County Department of Personnel to request a copy.

15. **EXAMINATION ATTENDANCE POLICY:** Failure to appear for two (2) consecutive examinations administered by Oneida County Civil Service within an 18 month period will result in disqualification for future examination for a two year period. (per Oneida County Civil Service Rule IX)

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ONEIDA COUNTY EXAM ANNOUNCEMENTS CAN BE ACCESSED ON OUR WEBSITE: [www.ocgov.net](http://www.ocgov.net).

**ONEIDA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**