

DEPUTY SHERIFF PATROL
EXAM #69-851 (OC)

SEPTEMBER 29, 2010
APPLICATION DEADLINE DATE

NOVEMBER 13, 2010
EXAMINATION DATE

APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY APPLICATION DEADLINE DATE
A NON-REFUNDABLE AND NON-TRANSFERABLE PROCESSING FEE
MUST ACCOMPANY EACH APPLICATION
\$25.00 MONEY ORDER ONLY -- PAYABLE TO ONEIDA COUNTY

STARTING SALARY/RANGE: \$32,418 Training salary
\$40,522 After successful completion of Training

VACANCIES: There are currently two (2) vacancies at the Oneida County Sheriff's Office, Oriskany, NY. **The eligible list, established as a result of this examination, will be used to fill these vacancies and any other 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. Candidates must be at least 19 years old on or before the date of the examination to take the written test. Eligibility for appointment as a Deputy Sheriff Patrol begins when the candidate reaches age 20. Candidates who reach their 35th 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.
2. Possession of a valid New York State driver's license at time of application. License must remain valid throughout appointment in order to meet the transportation requirements of the job.

NOTE:

1. Applicants must meet the minimum qualifications on or before the date of the examination.
2. Further verification may be requested from candidates to verify their academic qualifications.
3. Must be a citizen of the United States.
4. Conviction of a felony will bar appointment. Conviction of misdemeanors or violations of law may bar appointment. A person adjudicated as a youthful offender may be disqualified from appointment.

DUTIES: Responsible for the enforcement of laws and ordinances and protection of lives and property. The incumbent performs related work as required.

SUBJECTS OF EXAMINATION: This examination will consist of two parts:

- A. **Weighted Written Test**
- B. **Qualifying Physical Fitness (physical agility) Screening Test**

- A. **Weighted Written Test:** 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 (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 USE OF CALCULATORS IS PROHIBITED FOR THIS EXAMINATION.

P. E. R. C. Statement: 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 Police Benevolent Associations, Inc., and the New York State Association of Chiefs of Police, Inc.

NOTE: A "Guide to Taking the Examination for Entry-Level Police Officer Series" is available on the New York State Department of Civil Service web site: <http://www.cs.state.ny.us/testing/localtestguides.cfm> or at the Oneida County Department of Personnel's Office, Oneida County Office Building, third floor. You may also call (315) 798-5726 or write the Oneida County Department of Personnel, 800 Park Avenue, Utica, NY 13501, to request a copy.

- B. Qualifying Physical Fitness Screening Test**-Candidates must meet the physical fitness and medical standards prescribed by the Oneida County Department of Personnel. Candidates must pass the written test in order to be scheduled for the qualifying physical fitness test. The test will consist of three elements: **Sit-Ups, Push-Ups, and a 1.5 Mile Run**, which are essential for the satisfactory performance of the duties of a Police Officer. All elements are scored on a pass/fail basis and candidates must satisfactorily complete each element of the test in order to successfully complete the test. Unsuccessful candidates will be considered for re-testing at a future date. Candidates who fail the re-test will not be appointed to the position. Candidates who pass the qualifying physical fitness test and who are given a conditional offer of employment will be scheduled to take the required medical examination.

An expanded description of the agility portion of the examination can be obtained from the Oneida County Department of Personnel.

Background Investigation Fees: You will undergo a thorough background investigation. Failure to meet the standards for the background investigation will result in disqualification. Fingerprinting is required. You will be responsible for paying all background investigation fees.

Medical Evaluation Requirement: You must pass a pre-employment medical evaluation. Oneida County Department of Personnel will establish the date, time and location for this evaluation.

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

If you have applied for other civil service exams in another jurisdiction (state, county, city) scheduled on the same date, **YOU** must make arrangements to take all the exams at one test site. Please contact the Oneida County Department of Personnel at **315-798-5726** **AND** submit a completed **CROSS-FILER NOTIFICATION** form to our office at least two weeks prior to the test date. If you have applied for a State exam, **YOU MUST** also make arrangements to take all exam titles at the State Exam site by calling **518-457-7022** two weeks prior to the test date.

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.state.ny.us/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.**

Issued: 08/24/10

ONEIDA COUNTY EXAM ANNOUNCEMENTS CAN BE ACCESSED ON OUR WEBSITE:

www.ocgov.net .

**** ONEIDA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER ****