



Yates County Office of Civil Service
417 Liberty Street
Penn Yan, NY 14527

EXAMINATION ANNOUNCEMENT

YATES COUNTY ANNOUNCES A PROMOTIONAL EXAMINATION FOR DEPUTY SHERIFF SERGEANT #74752

Type of Appointment/Position Status/Classification:	Permanent/Full Time/ Competitive	Rate of Pay/Salary:	\$28.91
Location of Position:	Yates County Public Safety Building Sheriff's Office	Location of Exam:	Yates County Office Bldg
Vacancies:	The resulting eligible list will be used to fill future vacancies which may occur.	Exam Date:	June 1, 2024
Residency Requirement:	Candidates must be legal residents of Yates, Seneca, Steuben, Schuyler, or Ontario County 30 days prior to submitting your application.	Application Fee:	\$27.00 (non-refundable)
Calculators:	Prohibited		
Posted:	February 29, 2024	Application Deadline:	April 30, 2024

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility directing the activities of the Sheriff's Road Patrol. The Deputy Sheriff Sergeant directly supervises Deputy Sheriffs, and is responsible for the on-going training, supervision, evaluation and counseling of uniformed Deputies. An incumbent supervises and assists deputies in coping with difficult law enforcement situations and organizes and coordinates the department's activities in responding to emergency situations. The work is performed under the general supervision of the Deputy Sheriff Lieutenant. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervises the activities of Deputy Sheriffs and special units (K-9, Civil, warrants, training, armorer, bicycle, marine patrol traffic, range, Dive Team, etc.) as assigned;
Assigns deputies or marine patrol officers to specific areas of patrol or investigation;
Assists road patrol deputies in the performance of their duties (takes reports, conducts investigations, and testifies in Court, etc.);
Receives complaints from the public concerning crimes and emergencies and responds accordingly;
Patrols areas to enforce laws, investigate crimes and arrest violators;
Coordinates the efforts of county-wide agencies including command posts, road blocks, and evacuations;
Investigates illegal or suspicious activities of persons and controls disturbances;
Serves court orders and processes;
Coordinates the transfer of prisoners between various locations;
Prepares and reviews a variety of records and reports associated with law enforcement work;
Prepares special reports, investigations, and conducts special details at direction of chain-of-command;
May be assigned to perform in specialized areas of investigation such as Juvenile, Narcotics, Vice, etc.;
May be designated as representative of the department in addressing civic groups or in dealings with other agencies;
May be assigned responsibility for supervision and maintenance of departmental equipment;
May serve as an instructor for training and present at public education lectures;
Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of modern principles, practices and techniques of law enforcement;
Good knowledge of the New York State Penal Law, Vehicle and Traffic Law, Criminal Procedures Law and other applicable laws, regulations and ordinances;
Good knowledge of the local geography;
Good knowledge of the operation of radio equipment;
Good knowledge of the principles and practices of supervision;
Skill in the use of firearms;
Skill in the use of special equipment including police radar and breathalyzers;
Skill in the operation of a patrol car;
Ability to apply first aid;
Ability to deal firmly yet courteously with the public;
Ability to instruct and direct subordinates;
Ability to follow and communicate written and oral directions
Good powers of observation;
Conscientiousness and good judgment; Tact;
Excellent moral character and integrity;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Three (3) years of permanent competitive class status as a Deputy Sheriff in the Yates County Sheriff's Office, or 3 years as a Police Officer certified in NY state by DCJS.

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:

Possession of a valid NYS driver's license at time of appointment and maintenance of such license throughout the tenure of employment.

PRE-EMPLOYMENT REQUIREMENTS:

All Yates County employees will be subjected to a background check, Workers Compensation medical physical, E-Verify employment Verification, possible drug testing and, depending on the position, fingerprinting.

CIVIL SERVICE EXAMINATION FEE (\$17.00 CASH, CHECK OR MONEY ORDER TO BE SUBMITTED WITH APPLICATION).
As no refunds will be made, you are urged to compare your qualifications carefully with the requirements.

Subjects of examination: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

Law enforcement methods and practices

These questions test for knowledge of accepted police methods and practices and/or their application to situations in the police field. The questions are a sampling of the various knowledge that police personnel may be required to possess in the course of their day-to-day work-related activities.

Supervision

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with

problems of absenteeism, morale, and discipline.

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 required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

Preparing written material in a police setting

These questions test for the ability to prepare the types of reports that police personnel write. Some questions test for the ability to present information clearly and accurately. They consist of restatements of information given in note form. You must choose the best version from each set of four choices. Other questions test for the ability to organize paragraphs. They consist of paragraphs with their sentences out of order. For each of the paragraphs you must choose, from four suggestions, the best order of the sentences.

New York State Laws - Police

These questions test for knowledge of the laws in effect on January 1, 2024 that law enforcement personnel may encounter in the course of their day-to-day work-related activities. The questions are a sampling of job-related sections of the Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, Family Court Act and other laws relevant to law enforcement in New York State.

The New York State Department of Civil Service has prepared a test guide for this examination. Candidates may also find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available online at: <https://www.cs.ny.gov/testing/testguides.cfm>

Yates County is an equal opportunity employer, and as such offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status or disabilities, and in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

The Yates County Personnel Office is responsible for job titles for all public employment positions within Yates County, excluding NYS Department of Education positions. There are numerous job titles that are shared between all of our appointing authorities. **Exam announcements** that are distributed for a job title you have within your workforce does not automatically mean that position is vacant, will become vacant or is currently being recruited for. It is the Personnel Officer's responsibility to be prepared for anticipated job vacancies, therefore, exams may be given in anticipation of upcoming retirements, promotions, etc. Requests to order exams may be submitted by appointing authorities as well. The majority of all Civil Service exams are scheduled by NYS Civil Service. Some exams, for example, are only given every 4 years, so it is in our best interest to give such exams when offered in order to be prepared. If a position is vacant or will become vacant, a **Vacancy Announcement** will be distributed and on that announcement it includes the work location along with other pertinent details pertaining to the location for which the vacancy will occur. **Exam Announcements are different from Vacancy Announcements and should not be misconstrued as being an advertisement for an open position.**