



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

## EXAMINATION ANNOUNCEMENT DEPUTY SHERIFF SERGEANT #70007600

### YATES COUNTY ANNOUNCES A PROMOTIONAL EXAMINATION FOR DEPUTY SHERIFF SERGEANT (EXAM #70007600)

<b>Type of Appointment:</b>	Permanent	<b>Rate of Pay:</b>	\$28.91 per hour
<b>Position Status:</b>	Full Time		(2024 start rate)
<b>Classification:</b>	Competitive		
<b>Location:</b>	Yates County	<b>Contract:</b>	Council 82 LE, Group C
<b>Department:</b>	Sheriff's Office – Road Patrol		
<b>Vacancies:</b>	The resulting eligible list will be used to fill current/future vacancies which may occur.	<b>Exam Date:</b>	June 14, 2025
<b>Residency Requirement:</b>	Candidate must be legal resident of Yates County, or within 5 miles of Yates County in a contiguous county by the time of appointment.	<b>Application Fee:</b>	\$17.00 (non-refundable)
<b>Posted:</b>	March 10, 2025	<b>Application Deadline:</b>	May 14, 2025

### SCOPE OF EXAMINATION

#### 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.

#### New York State Laws – Police:

These questions test for knowledge of the laws in effect on January 1, 2025 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.

#### 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.

#### Calculator: Prohibited

**Test guide:** A Guide for the Written Test for **Police Supervisors/Investigators** 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.

## **DEPUTY SHERIFF SERGEANT - JOB DESCRIPTION**

### **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:**

- a) Three (3) years of competitive class status as a Deputy Sheriff in the Yates County Sheriff's Office; OR
- b) Three (3) years as a Police Officer certified by the New York State Division of Criminal Justice Services (DCJS).

**ELIGIBILITY FOR PROMOTIONAL EXAMS:** According to Civil Service Law, section 52.10(a) which became effective September 4, 2024, time served provisionally immediately preceding permanent appointment shall count towards meeting the time in title and the employee shall be eligible to take the promotional exam.

**BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS:** Each candidate will be subject to a thorough background investigation. Applicants may be required to authorize access to educational, financial, employment, criminal history, mental health records or other records. Conviction of a felony will bar appointment. Conviction of a misdemeanor or other offense is subject to evaluation and may bar appointment. Additional investigations may include but are not limited to questionnaires, interviews and background checks of any nature. At the discretion of the employing law enforcement agency, candidates may be subject to additional screenings as a term and condition of employment, including but not

limited to fingerprinting, polygraph and psychological testing. Drug testing is included in the required medical exam. Failure to meet the standards for any screenings may result in disqualification.

**EEOE / DISCLAIMER:**

Yates County is an Equal Employment Opportunity Employer. Yates County does not unlawfully discriminate in employment because of age, race, creed, color, national origin, sex, sexual orientation, disability, marital status, arrest and/or criminal conviction record unless based on a bona fide occupational qualification or other exception, genetic predisposition, or domestic violence victim status.

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.**