



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

EXAMINATION ANNOUNCEMENT DEPUTY SHERIFF CRIMINAL INVESTIGATOR #70004700

YATES COUNTY ANNOUNCES A PROMOTIONAL EXAMINATION FOR DEPUTY SHERIFF CRIMINAL INVESTIGATOR (EXAM #70004700)

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

SCOPE OF EXAMINATION

Evaluating information and evidence:

These questions test for the ability to evaluate and draw conclusions from information and evidence. Each question consists of a set of facts and a conclusion based on the facts. The candidate must decide if the conclusion is warranted by the facts.

Investigative techniques and criminalistics:

These questions test for knowledge of criminal investigation techniques and criminalistics. The questions will deal with, but will not necessarily be restricted to, such concepts as: interviewing; interrogation; evidence gathering and preservation; and surveillance.

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.

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 CRIMINAL INVESTIGATOR - JOB DESCRIPTION

DISTINGUISHING FEATURES OF THE CLASS:

This is specialized police work involving investigation of crimes, interrogation of suspects and witnesses, and gathering evidence in connection with criminal proceedings. Incumbents are required to apply scientific police methods and procedures to investigation and surveillance duties and, due to the sensitive nature of the position, use discretion in carrying out assignments. The work is performed under the general direction of the Sheriff with considerable leeway allowed for the exercise of independent judgment in carrying out the details of the position. Does related work as required.

TYPICAL WORK ACTIVITIES (Illustrative Only):

Investigates traffic accidents, fatalities and major crimes;
Gathers information and secures evidence leading to the arrest of suspects;
Interview suspects, witnesses, victims and informants to obtain evidence;
Investigates fires of suspicious origin as member of County Fire Investigation Team;
Assists local law enforcement agencies in the collection and preservation of evidence;
Takes fingerprints and photographs of suspects;
Performs identification work at crime scenes including latent fingerprints, photography, casting and molding, and collecting evidence;
Takes statements, confessions and depositions and prepares related legal documents;
Tentatively identifies suspected drug and controlled substances;
May be assigned to investigate cases of child neglect and child abuse;
May assist District Attorney in conducting special investigations;
Appears as a witness before grand juries and in court;
Investigates reports of missing persons;
May conduct welfare fraud investigations;
Extradites and returns prisoners from out-of-state;
Serves warrants and subpoenas;
Makes oral and written reports and keeps necessary records;
Performs other duties as assigned.

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

Good knowledge of modern principles and practices of law enforcement work including scientific methods of detection;
Good knowledge of the New York State Penal Code, Criminal Procedure Law, Vehicle and Traffic Law and all local laws, ordinances and regulations pertaining to law enforcement work;
Ability to obtain information through interview, interrogation and observation;
Ability to analyze fact and evidence, draw logical conclusions and make recommendations;
Good knowledge of the geography of the county;
Working knowledge of the first aid methods;
Ability to understand and execute complex oral and written directions;
Ability to be courteous yet firm with prisoners and the general public;
Resourcefulness and sound judgment in emergencies;
Integrity;
Tact;
Physical conditions commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Three (3) years of experience as a Deputy Sheriff.

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.**