



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

EXAMINATION ANNOUNCEMENT DEPUTY SHERIFF #60021770

YATES COUNTY ANNOUNCES AN OPEN COMPETITIVE EXAMINATION FOR DEPUTY SHERIFF (EXAM #60021770)			
Type of Appointment:	Permanent	Rate of Pay:	2024 Rates: Starting rate - \$23.76 After 6 months - \$26.36 <i>2025 Rates TBD Pending Union Negotiations</i>
Position Status:	Full Time		
Classification:	Competitive		
Location:	Yates County	Contract:	Council 82 LE, Group A
Department:	Sheriff's Office – Road Patrol		
Vacancies:	The resulting eligible list will be used to fill current/future vacancies which may occur.	Exam Date:	May 3, 2025
Residency Requirement:	Residency requirement WAIVED for application / examination. Candidate must be legal resident of Yates County, or within 5 miles of Yates County in a contiguous county <u>by the time of appointment</u> .	Application Fee:	\$27.00 (non-refundable)
Posted:	January 23, 2025	Application Deadline:	April 1, 2025
SCOPE OF EXAMINATION			
<p><u>Situational Judgment:</u> These questions test for the ability to identify appropriate and effective responses to work-related challenges. You will be presented with scenarios that reflect the types of challenges one could encounter in a work environment. Each scenario will be followed by several responses to the scenario. You must rate the effectiveness of each response.</p> <p><u>Language Fluency:</u> These questions test for the ability to read, understand, and present a clear and accurate summary of information. For some questions, you will be given a brief reading passage followed by four statements, each summarizing the information. You must then choose the best version. For other questions, you will be given several sentences, one of which contains a spelling, grammatical, or punctuation error. You must then select the line that contains the error.</p> <p><u>Information Ordering and Language Sequencing:</u> These questions test for the ability to properly identify the sequence or order of events, or to organize information to fit a timeline. You will be given a brief reading passage followed by one or more questions. You must identify the proper sequence of events in order to answer one or more questions.</p> <p><u>Problem Sensitivity and Reasoning:</u> These questions test for the ability to apply information and to identify a problem or potential problem. For some questions, you will be given information in the form of policies, rules, regulations, or laws, which will be followed by a situation. You must then identify the problem and apply the information to select the best course of action to take. For other questions, you will be given a scenario and mock witness statements. You must use this information to answer one or more questions about the scenario.</p> <p><u>Selective Attention:</u> These questions test for the ability to focus on completing a task and to pay attention to important details while performing repetitive and monotonous tasks. You will be presented with a series of letters, symbols, and/or numbers. You must select the choice that contains the series of letters, symbols, and/or number that matches exactly.</p> <p><u>Visualization:</u> These questions test for the ability to imagine how something will look when it is moved around or when its parts are changed, moved, or rearranged. You will be presented with an image of a face followed by four images of faces. Each face is disguised or altered in some way. Three of the images have a difference in facial structure or facial features. You must select the choice that contains the image with the identical facial structure and facial features.</p> <p><u>Spatial Orientation:</u> These questions test for the ability to understand how to navigate within spaces or how to get from one point to another. You will be provided with a map followed by one or more questions. You must imagine yourself at a certain location and orient yourself to the direction in which you would move to get to another location by the shortest (least distance) route.</p>			

Calculator: Prohibited

Test guide: A Guide for the Written Test for Entry-Level Law Enforcement 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.

CONTINUOUS RECRUITMENT

This examination is being held on a continuous recruitment basis. The written exam will be held periodically. When an exam is announced, applications for that date must be filed no later than the announced last filing date. Candidates who meet the qualifications and pass the exam will have their names placed on the eligible list in the order of final scores, regardless of the date on which they filed or took the test. Generally, the names of qualified candidates will remain on the eligible list for two (2) years. Agility tests will be scheduled as needed. Yates County Human Resources or the Department of Civil Service reserve the right to terminate this special recruitment program.

This written exam was 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 scoring of examinations apply to this test. No review is available for the written exam as the opportunity for retest exists.

DEPUTY SHERIFF - JOB DESCRIPTION

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for the protection of lives and property and the enforcement of laws and ordinances within the County. On an assigned shift an incumbent performs routine patrol operations in accordance with standard departmental operating procedures and makes arrests and assists in investigations. The work is performed under the general supervision of a higher-ranking officer who gives specific instructions and assistance when special problems arise. Does related work as required.

TYPICAL WORK ACTIVITIES (Illustrative Only):

Maintains law and order patrolling assigned areas to enforce laws, investigate crimes and arrest violators;
Drives patrol vehicle through assigned area, observing traffic violations and issuing citations;
Assumes control at traffic accidents to maintain traffic flow, assists accident victims and investigates causes of accidents;
Notifies supervisors of major accidents and crimes, contacting coroners if necessary and making preliminary investigations;
Investigates illegal or suspicious activities of persons and quells disturbances;
Locates and takes persons into custody on arrest warrants;
Maintains order in crowds, parades, fairs, funerals and other public gatherings;
Prepares a variety of records and reports associated with law enforcement work;
Attends court and presents evidence in connection with arrests made or cases investigated;
May transport or escort prisoners between courtrooms, correction facilities and medical facilities;
Answers questions for, directs and assists the public;
May serve court orders and processes, such as summonses, subpoenas and income executions;
May perform marine patrol: operating boats in navigable waters in the County;
May perform 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;
Skill in the use of firearms;
Skill in the use of special equipment including 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 follow and communicate written and oral directions;
Good powers of observation;
Sound judgment, Tact;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

NOTE: *Applicants should be aware that Deputy Sheriff positions are highly competitive in a field of candidates with varying degrees of educational backgrounds and experience. Only the most qualified candidates are selected for appointment.*

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:

- a) United States Citizenship;
- b) Possession of a valid NYS driver's license at time of appointment and maintenance of such license throughout the tenure of employment;
- c) Age Requirements:
 - a. **Minimum Age for Police Officers/Deputy Sheriffs:** Not less than twenty (20) years of age at the time of appointment. Candidates that are 19 years old at the time of the examination can sit for the exam, but cannot be appointed/hired until reaching age 20.
 - b. **Maximum Age for Police Officers/Deputy Sheriffs:** The maximum age established in Section 58 requires the candidate must not have reached his/her 35th birthday on or before the date of the written examination. However, military service time can be subtracted from the candidate's age (up to 6 years) to meet this requirement.
- d) Candidate must pass a physical agility fitness test;
- e) Candidate must be a legal resident of Yates County, OR live within five (5) miles of Yates County, in a contiguous county, at the time of appointment.

PHYSICAL AND MEDICAL REQUIREMENTS:

At the time candidates are being considered for appointment, they must meet certain physical and medical standards. Appointment is contingent upon successful completion of a physical fitness test, medical examination, and psychological testing.

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.**