



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

EXAMINATION ANNOUNCEMENT POLICE SERGEANT #70016440

YATES COUNTY ANNOUNCES A PROMOTIONAL EXAMINATION FOR POLICE SERGEANT (EXAM #70016440)

Type of Appointment:	Permanent	Rate of Pay:	To Be Determined
Position Status:	Full Time		
Classification:	Competitive		
Location:	Village of Penn Yan Police Department		
Department:			
Vacancies:	The resulting eligible list will be used to fill current or future vacancies which may occur.	Exam Date:	June 14, 2025
Residency Requirement:	Candidate must be legal resident of Yates County, or adjoining County, by the time of appointment.	Application Fee:	\$17.00 (non-refundable)
Posted:	April 17, 2025	Application Deadline:	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.

POLICE SERGEANT - JOB DESCRIPTION

DISTINGUISHING FEATURES OF THE CLASS:

An employee in this class is responsible for the police work of subordinates or for specialized duties which the incumbent personally performs. Supervision is exercised over the patrolmen through inspections and the assignment of duties in accordance with general instructions received from a superior officer. Does related work as required.

TYPICAL WORK ACTIVITIES (Illustrative Only):

Directs the activities of patrolmen during an assigned shift;
Books prisoners and sees that correct charges are placed;
Keeps all records of persons arrested, detained, or released on bond;
Transmits orders to patrolmen personally or by telephone or radio;
Inspects patrolmen before they go on duty for compliance with departmental regulations;
Makes a daily report of activities during an assigned shift;
Checks patrolmen in the performance of duties and makes suggestions for better execution of work;
Reports any breach of duty or inefficiency;
Takes statements and affidavits from suspects and witnesses;
Reviews the daily reports submitted by patrolmen;
Performs a variety of special assignments as directed by a superior officer;
Performs other duties as assigned.

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

Good knowledge of modern principles and practices of police work;
Good knowledge of the New York State Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, and all local laws, ordinances and regulations pertaining to police work;
Good knowledge of the geography of the municipality;
Ability to instruct and direct subordinates in police work;
Skill in the use of firearms;
Familiarity with the operation of radio equipment;
Ability to be courteous yet firm with the general public;
Conscientiousness and good judgment;
Excellent moral character and integrity;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) Three (3) years of full time employment as a Police Officer or Deputy Sheriff in New York State.

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.**