



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

EXAMINATION ANNOUNCEMENT POLICE OFFICER #60039160

YATES COUNTY ANNOUNCES AN OPEN COMPETITIVE EXAMINATION FOR POLICE OFFICER (EXAM #60039160)			
Type of Appointment: Position Status: Classification:	Permanent Full Time Competitive	Rate of Pay:	TBD
Location: Department:	Village of Penn Yan Police Department	Contract:	TBD
Vacancies:	The resulting eligible list will be used to fill current and future vacancies which may occur.	Exam Date:	September 20, 2025
Residency Requirement:	Residency requirement WAIVED for application / examination. Candidate must be legal resident of Yates County, or adjoining County, <u>by the time of appointment.</u>	Application Fee:	\$27.00 (non-refundable)
Posted:	June 16, 2025	Application Deadline:	August 20, 2025

SCOPE OF EXAMINATION

Situational Judgment

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.

Language Fluency

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.

Information Ordering and Language Sequencing

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.

Problem Sensitivity and Reasoning

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.

Selective Attention

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.

Visualization

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.

Spatial Orientation

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.

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.

POLICE OFFICER - 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 in the Village. These duties consist primarily of routine patrol tasks, assisting in investigation of criminal offenses and the apprehension of criminals. Ordinarily a police officer, whether on patrol work or on special assignment works under the supervision or direction of a higher-ranking officer. However, there is considerable independent responsibility for exercise of sound judgment in emergencies. Does related work as required.

TYPICAL WORK ACTIVITIES (Illustrative Only):

Patrols an assigned area on foot, on bicycle or in a radio patrol car;
Checks doors and windows of unoccupied businesses and residential property;
Investigates suspicious activities and makes arrests for violations of Federal or State Laws and local ordinances;
Escorts prisoners to jail and to court and has them arraigned on charges;
Investigates cases involving neglected, abused or delinquent children;
Watches for and makes investigations of wanted and missing persons and stolen cars and property;
Directs traffic and may mark cars for overtime parking;
Maintains order in crowds and attends parades and other public gatherings;
Answers questions for and directs the public;
Broadcasts radio messages;
Makes criminal and plain clothes investigations as assigned;
May be assigned to a school district to serve as a "School Resource Officer";
Makes regular report of activities.
Ability to write clear and comprehensive reports;
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 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;
Good keyboarding and computer skills.

MINIMUM QUALIFICATIONS:

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

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:

- a) United States Citizenship is required at the time of appointment (it is not necessary for admission to the examination);
- 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:** Candidates must be at least 19 years of age on or before September 20, 2025 to be admitted to the written test.* Eligibility for appointment/hire begins when the candidate reaches age 20.
 - b. **Maximum Age for Police Officers/Deputy Sheriffs:** The maximum age established in Section 58** requires that candidates must not have reached their 43rd birthday on or before the date of the written examination (September 20, 2025), except as follows:
 - Candidates may have a period of military duty or terminal leave up to seven (7) years, as defined in Section 243 (10-a) of the Military Law, deducted from their age for the purpose of meeting the age requirement.
- d) Candidate must pass a physical agility fitness test;
- e) Candidate must reside in Yates County, or adjoining County, at the time of appointment.

***Anticipated Eligibility – Age and Educational Requirements:**

According to Civil Service Law, section 54, which became effective September 4, 2024, applicants who are **within 12 months of meeting the minimum age or attaining the minimum educational requirements** following the date of examination, may take the Civil Service Exam, but will be restricted from certification until such a time that the minimum age or educational requirements are met.

*****Effective 9/1/25, Section 58.1(a) of the Civil Service Law requires that applicants not be “more than forty-three years of age as of the date when the applicant takes the written examination...” Candidates who may be impacted by the maximum age requirement and who are requesting an alternate test date are advised to contact the local civil service agency to discuss their request.***

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.**