



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

EXAMINATION ANNOUNCEMENT POLICE LIEUTENANT #70021420

YATES COUNTY ANNOUNCES A PROMOTIONAL EXAMINATION FOR POLICE LIEUTENANT (EXAM #70021420)

Type of Appointment:	Permanent	Location:	Village of Penn Yan Police Department
Position Status:	Full Time		
Classification:	Competitive		
Vacancies:	The resulting eligible list will be used to fill current and future vacancies which may occur.	Exam Date:	October 18, 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:	August 18, 2025	Application Deadline:	September 17, 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.

Preparing written material in a police setting:

These questions test for the ability to prepare the types of reports and communications that police personnel write. The content is appropriate for the ranks/levels being tested. 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 for the sentences.

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.

Planning, supervising and administering police programs and activities:

These questions test for knowledge of the principles and practices involved in managing an organizational segment of a police department in New York State and directing the activities of subordinate staff, including subordinate supervisors. These questions cover such areas as planning, controlling, directing, organizing, and coordinating the activities of the organizational section. Questions also cover the personal interactions between an upper-level supervisor and subordinate supervisors in the accomplishment of objectives and deal with issues of work assignments, job performance, and training.

Calculator: Prohibited

Test guide: A Guide for the Written Test for **Second- and Third-Line Police Supervisors** 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 LIEUTENANT - JOB DESCRIPTION

DISTINGUISHING FEATURES OF THE CLASS:

This is a law enforcement position within the Police Department whose focus is the protection of life and property within the department's jurisdiction through the enforcement of criminal codes and the promotion of traffic safety. The work involves responsibility for supervising the operation of the police department on an assigned shift according to established procedures and policies outlined by a superior officer. The Police Lieutenant operates as a field commander, assuming patrol responsibilities and participating in investigations as necessary. The incumbent also assigns Police Sergeants and Police Officers to posts and evaluates their work. The work is performed under the general supervision of a Police Captain or the Police Chief. Does related work as required.

TYPICAL WORK ACTIVITIES (Illustrative Only):

Is in charge of the patrol force at headquarters during an assigned shift;
Reviews progress of assigned programs and personnel and makes changes to priorities and schedules as needed;
Patrols neighborhoods and investigates potential hazards and suspicious activity;
Leads officers during raids and makes arrests;
Assigns tasks to subordinates and reviews their performance;
Gives instructions to subordinate officers as to methods of correcting faults;
Leads police activities at riots, serious crimes, fires and unusual disorders;
Investigates complaints made by citizens against officers;
Reviews routine paperwork, such as arrest reports, incident reports, criminal complaints and accident reports to ensure accuracy and adequacy;
Takes charge of department in the absence of Police Chief and Police Captain;
May be assigned to supervise the operation of a platoon or division of the police department;
Keeps records, answers correspondence and prepares reports;
Performs other duties as assigned.

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

Thorough knowledge of modern principles, practices and techniques of law enforcement;
Thorough knowledge of New York State Penal Law, Criminal Procedure Law and Vehicle Traffic Law and other applicable laws, ordinances and regulations;
Thorough knowledge of the geography of the municipality and surrounding area;
Good knowledge of the principles and practices of criminal investigations;
Good knowledge of the principles and practices of supervision;
Skill in the use of firearms;
Ability to lead and direct subordinate officers;
Ability to communicate effectively both orally and in writing;
Ability to understand and follow complex oral and written directions;
Ability to establish and maintain effective working relationships with others;
Ability to deal courteously but firmly with the public;
Ability to instill and maintain good departmental morale and standards;
Good judgment;
Good powers of observation;
Good moral character;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- a) Two (2) years of experience as a Village of Penn Yan Police Officer Sergeant; OR
- b) Two (2) years of experience as a Village of Penn Yan Police Officer Investigator.

SPECIAL REQUIREMENTS:

Possession of a valid New York State Operator's license is required at the time of appointment, and such license must be maintained throughout the tenure of employment in the position.

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.**