



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

EXAM ANNOUNCEMENT DEPUTY SHERIFF LIEUTENANT #70023240 [PROMO]

YATES COUNTY ANNOUNCES A PROMOTIONAL EXAMINATION FOR DEPUTY SHERIFF LIEUTENANT (EXAM #70023240)

Type of Appointment:	Permanent	Rate of Pay:	Starting rate (2026) - \$35.93
Position Status:	Full Time		
Classification:	Competitive		
Location:	Yates County	Contract:	Council 82 LE, Group D
Department:	Sheriff's Office		
Vacancies:	The resulting eligible list will be used to fill current/future vacancies which may occur.	Exam Date:	November 7, 2026
Residency Requirement:	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:	\$17.00 (non-refundable)
Posted:	July 27, 2026	Application Deadline:	October 7, 2026

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:

These questions test for knowledge of the laws in effect on January 1, 2026, 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.

Test guide:

A Guide for the Written Test for **Police Supervisors Series, Second- and Third-Line** 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 LIEUTENANT – JOB DESCRIPTION

DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for all non-uniformed and/or uniformed patrol and investigative functions on an assigned shift. An incumbent in this class may on assignment serve as a supervisor of all patrol activities. The work is performed under the general supervision of a higher-ranking officer with leeway allowed for the exercising of independent judgment within the limits of the departmental policy. This position differs from that of Deputy Sheriff Sergeant by the virtue of increased supervisory responsibility, training coordination, and independent judgment necessary to perform the work. Supervision is exercised over various personnel or an assigned shift. Does related work as required.

TYPICAL WORK ACTIVITIES (Illustrative Only):

- Assigns tasks to subordinate staff and reviews performance and appraisals;
- May investigate complaints, allegations or other breeches of discipline or conduct of staff;
- Monitors personnel records of staff for compliance with training standards, schedules training as needed, and may serve as a trainer;
- Makes periodic inspections of personnel, equipment, facilities, records, reports, inventories, vehicles, and weapons, and directs corrective action as necessary;
- Prepares a variety of state, federal, local, and internal reports, including the Uniform Crime Report;
- Insures that complaints are dealt with promptly and thoroughly within the jurisdiction of The Sheriff's Department;
- May direct activities at raids, riots, serious crimes, fires, disasters, searches, or unusual disorders;
- Gives information to the public regarding departmental policy and standards;
- May represent the department at meetings, hearings, or public gatherings;
- Makes arrests, conducts investigations, and testifies in court as required; and
- Serves as Sheriff's liaison to the District Attorney's Office and the U.S. Department of Homeland Security as required.

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

Thorough knowledge of the principles and practices of modern law enforcement and public administration;

Thorough knowledge of the principles and practices of criminal investigation, including techniques for securing and preserving evidence; crime prevention; and patrol activities;

Thorough knowledge of laws, codes and regulations governing crime, criminal procedure, arrests, rules of evidence, and court procedures;

Thorough knowledge of departmental policies and procedures;

Ability to instruct and train subordinates in a wide variety of law enforcement activities;

Ability to plan, assign, schedule, supervise and evaluate the work of subordinates;

Ability to instill and maintain high performance standards and good departmental morale;

Ability to establish and maintain effective and cooperative working relationships with other law enforcement agencies and government entities;

Ability to communicate clearly and effectively, both orally and in writing;

Ability to read and interpret complex written material; prepare accurate records and written reports; and deliver presentations in a clear, concise and articulate manner as needed;

Ability to deal firmly yet courteously and professionally with the general public;

Sound judgment, resourcefulness, high integrity, initiative, and excellent moral character; and

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

Must have permanent, competitive class status and have served continuously for either:

- a) Two (2) years in the position of Deputy Sheriff-Sergeant; **OR**
- b) Four (4) years in the position of Deputy Sheriff-Criminal Investigator

SPECIAL REQUIREMENTS FOR APPOINTMENT AND CONTINUED EMPLOYMENT (for all Deputy positions):

- 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) CSL Section 58(1) requires a police officer candidate to be, not less than twenty (20) years of age as of the date when the applicant takes the written examination. Minimum age requirements shall in no case prohibit an applicant who is within six (6) months of the minimum age requirement from taking any competitive examination.
- d) Candidate must be able to pass a physical agility fitness test.
- e) Candidate must be legal resident of Yates County; OR live within five (5) miles of Yates County, in a contiguous county by 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 prior completion and approval 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.**