

COLUMBIA COUNTY CIVIL SERVICE COMMISSION
401 STATE ST., HUDSON, NEW YORK 12534
Phone: 518-828-6622
www.columbiacountyny.com

Please Post Conspicuously



**This exam is open to employees
in Columbia County Sheriff's
Department
ONLY**

Issue Date: 2/2/24
County #3538

Columbia County Civil Service Commission announces
a promotional exam for:

Deputy Sheriff Sergeant
#78802

Administration of an exam does not imply a vacancy exists

Date of Examination: **June 1, 2024**

Last Filing Date: **April 23, 2024**

Filing Fee: Fee for this examination is \$25.00
PERSONAL CHECKS ARE NO LONGER ACCEPTED
(See reverse side for instructions)

Location: To be announced.

Vacancy: The eligible list established from this examination will be used to fill vacancies as they occur in the **Columbia County Sheriff's Department only.**

Salary: **\$80,975.00**

DUTIES: This is a supervisory uniformed law enforcement position primarily involving the responsibility for supervising and participating in the enforcement of NYS laws including routine patrolling of roads, investigation of crimes, responding to a variety of citizen complaints and serving civil papers and performing special assignments such as navigation patrol and Special Traffic Options program. Deputy Sheriff Sergeant is also responsible for routinely performing the duties of a Deputy Sheriff and Dispatcher. The work is performed under the general supervision of the Sheriff, Undersheriff or Captain and involves the supervision of the Deputy Sheriffs, Dispatchers and other department employees. Does related work as required. Typical Work Activities (Illustrative Only): Assigns Deputy Sheriffs to geographical road patrol areas, to jail, desk or dispatch duties or to other special assignments; Advises Deputy Sheriffs and correction personnel on proper action to take in unusual situations; Responds to scenes of all serious personal injury or fatal motor vehicle accidents; Responds to jail breaks, deaths or serious injuries and other incidents in the jail; Reviews and approves requests for time off from Deputy Sheriffs; Patrol roads, enforces Vehicular and Traffic Law and investigates motor vehicle accidents; Serves civil summonses and subpoenas; Periodically checks businesses and unoccupied residences to watch for criminal and/or suspicious occurrences; Responds to citizen complaints involving a wide variety of crimes, suspected crimes and other public safety incidents; Executes arrest warrants and makes arrests without warrants; Transports and guards prisoners from the County jail to hospitals, doctors offices, court appearances or state facilities; Testifies in criminal and civil court cases; Reviews paperwork completed by Deputy Sheriffs at the end of each shift; Performs duties of Deputy Sheriff or Dispatcher as required; May operate breathalyzer, if certified; May operate Sheriff's Dept. boat or perform airport security duties as required; Prepares a variety of reports, legal forms and other documents required for the investigation of crimes and the arrest and prosecution of perpetrators; May be assigned the responsibility for the duties of Correction Sergeant in case of emergency. Full Performance, Knowledge, Skills, Abilities and Personal Characteristics: Good knowledge of modern principles and practices of police work; good knowledge of NYS Penal Law, Criminal Procedure Law, Vehicle and Traffic Law and local laws and ordinances; good knowledge of the geography of Columbia County; working knowledge of first aid methods; skill in the use of firearms; skill in the operation of a motor vehicle in all weather conditions; ability to instruct subordinates; ability to understand and to carry out oral and written instructions; ability to be firm yet courteous in dealing with the public; ability to deal with emotional and disturbed individuals in a safe and effective manner; ability to function well and take command in all emergency situations; ability to prepare accurate reports; willingness to work on all three shifts and in all types of weather; leadership; good judgment and powers of observation; good memory; initiative and resourcefulness; emotional maturity; tact; excellent moral character; physical strength and agility; physical condition commensurate with the demands of the position.

GENERAL INSTRUCTIONS TO CANDIDATES (Prom).

Applications may be obtained from Columbia County Civil Service, 401 State St., Hudson, NY 12534 Phone: 518 828-6622. Applications will be accepted for filing during **OFFICE HOURS ONLY** Monday – Friday 8:00 am – 4:00 pm or via mail...Applications postmarked on the last filing date will be accepted.

Applications received/postmarked after the last filing date will not be accepted.

Seniority Credits for promotional exams – One point for each creditable five year period.

Credit is based on time served within the department for which the promotional exam is offered:

Less than 1 year 0 points Over 11 yrs. up to 16 yrs. 3 points

1 year up to 6 yrs. 1 point Over 16 yrs. up to 21 yrs. 4 points

Over 6 yrs. up to 11 yrs. 2 points Over 21 yrs. up to 26 yrs. 5 points

NOTE: Sabbath observers/disabled persons/ military members: If special arrangements for testing are required, indicate this on your application.

VETERANS CREDITS: Disabled and non-disabled veterans who establish their eligibility for additional credits and are successful in the exam are entitled to have 10 and 5 points respectively (5 and 2 ½ points of credits in the case of promotional examination), added to their earned scores provided they have not used such credits to obtain permanent appointment or promotion. You will be allowed the option of waiving these credits after the completion of the examination. Effective 1/1/98 the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in exams. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veterans' credit. "In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established."

RATING & REVIEW: Unless the announcement states otherwise, this written examination is being prepared and will be rated by NYS Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the NYS Civil Service Rules and Regulations dealing with preparation and the rating of exams will apply to this written examination.

EXAM NOTICES: The Commission does not acknowledge receipt of the application, but all applicants will be notified of the disposition of their application. Approved candidates will be notified at least four days in advance of the place, date and hour of the examination. Every candidate should bring his/her Social Security Number to the exam. Do not interpret a notice to appear for the exam to mean that you have been found to meet fully the announced requirements. Applicants are admitted to the exam on the basis of statements made in the application. These statements may not be reviewed and/or verified until after the exam has been held. At that time those candidates not meeting the requirements will be disqualified. Candidates who are disqualified after taking the exam will not receive a score. If you have not received a notice to appear for the written test three days before the date of the test, you should call 828-6622.

CALCULATORS: Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, Spell Checkers, Personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited. Cell phone calculators are prohibited.

ELIGIBLE LIST: The lists established as a result of examinations will remain in existence for a minimum of one (1) year, maximum of four (4) years. Changing conditions may make it advisable to certify to future vacancies at higher or lower salaries than announced. When an Eligible List has been in existence for less than one year and a new list for the same position or group of positions is established, the names of the persons remaining on the old list shall have preference in certification over the new list until such old list is one year old.

FILING FEES: A filing fee as indicated on the front will be required with your application. Please write the examination no. and your social security no. on your money order, certified or bank check. Please be advised that NO REFUNDS will be made, therefore, you are urged to compare your qualifications carefully with the requirements for admission and file only for those exams for which you are qualified. **MAKE MONEY ORDERS/BANK OR CERTIFIED CHECKS PAYABLE TO: Columbia Co. Treasurer & mail to Civil Service with your application. Cash is accepted (exact change is preferred). PERSONAL CHECKS WILL NO LONGER BE ACCEPTED.**

APPLICATION WAIVER FEE: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. Copies of the Application Fee Waiver and Certification forms are available at the Civil Service Office, 401 State St., Hudson, NY 12534 (518) 828-6622 or on our web site at www.columbiacounty.ny.com.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center. If you need an alternate test date, see Alternate Test Date Policy @ www.columbiacounty.ny or call this office at (518) 828-6622 prior to the examination.

MINIMUM QUALIFICATIONS: A candidate must meet the qualifications on or before the last filing date. **TRANSCRIPTS:** Whenever college transcripts or diplomas are required, they should be submitted with the application for the examination.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS & QUESTAR III: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or Questar III as involving direct contact with students, a clearance for employment from the State Education Department is required.

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Candidate may be responsible for fees associated with such an investigation. Failure to meet the standards for the background investigation may result in disqualification.

Minimum Qualifications (ON OR BEFORE LAST FILING DATE): Candidate must hold permanent competitive status as Deputy Sheriff with the Columbia County Sheriff's Department and have held status for forty-eight months (4 years) or as Criminal Investigator for twelve (12) months.

Series Name: Police Supervisors/Investigators

Subjects of Examination: A test designed to evaluate knowledge, skills and/or abilities in the following areas:

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.

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.

New York State Laws - Police

These questions test for knowledge of the laws in effect on January 1, 2024 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.

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.

Use of calculators is PROHIBITED

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