

WARREN COUNTY DEPARTMENT OF CIVIL SERVICE ADMINISTRATION

Announces

OPEN COMPETITIVE EXAMINATION

For

POLICE OFFICER

STATE NO. 62609

LAST FILING DATE: October 25, 2017

LOCAL NO. 3001

EXAMINATION DATE: December 2, 2017

**NON-REFUNDABLE \$15.00 APPLICATION FEE REQUIRED
(CHECK OR MONEY ORDER ONLY – NO CASH)**

VACANCIES: This examination is being held to establish an eligible list to be used as vacancies may occur in the City of Glens Falls Police Department.

SALARY: \$ 38,748

RESIDENCY: Candidates must have been legal residents of Warren County or a contiguous county (Washington, Saratoga, Hamilton, or Essex) for at least four months immediately preceding the date of the written exam.

DUTIES: (illustrative only)

Patrols an assigned area in a radio car or on foot to maintain order and enforce the law;
Checks on the security of unoccupied business and residential property;
Investigates suspicious activities and makes arrests for violations of Federal and State Laws and local laws and ordinances;
Insures that prisoners are booked on charges and escorts them to court and to jail;
Directs traffic and enforces parking and traffic regulations;
Investigates reports of and attempts to locate missing and wanted persons and stolen property;
Maintains order in crowds, at parades and other public gatherings;
Provides direction and information to the public;
Broadcasts messages on two-way police radio;
Makes criminal and plain clothes investigations, as assigned;
Observes and reports conditions requiring the attention of other municipal departments;
May be assigned to investigate cases involving neglected, abused or delinquent children;
Makes regular reports of activities related to the work

MINIMUM QUALIFICATIONS:

EDUCATION: Graduation from high school or possession of a high school equivalency diploma. Applicants who do not possess a high school or equivalency diploma are eligible to take the examination but will not be eligible for appointment until they obtain such diploma.

SPECIAL REQUIREMENTS:

DRIVER'S LICENSE: Candidates must possess a valid New York State Operator's license at the time of appointment .

AGE: Candidates must be **at least 19 years old** on or before December 2, 2017 to be admitted to the written test. Eligibility for appointment begins when a candidate reaches age 20.

Candidates who reach their **35th birthday** on or before the date of the written exam are **not** qualified except as follows: Candidates may have a period of military duty or terminal leave up to six years, as defined in Section 243(10-a) of the Military Law, deducted from their age for purposes of determining whether they meet the age requirement. Section 58.1(a) requires that applicants **not** be "more than **thirty-five 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 (for active military duty, Sabbath observance or for an alternate test date situation which meets the conditions of the agency's alternate test date policy) are advised to contact Warren County Civil Service Administration.

NOTE: Submit proof of age with application (copy of license or birth certificate, or other proof of age.).

CITIZENSHIP: United States Citizenship is required at the time of appointment.

SUBJECTS OF EXAM: There will be a written test, which you must pass, in order to be considered for appointment. Only your score on the written test will be considered when computing your final score. In addition, candidates must meet the physical fitness and medical standards prescribed by the Municipal Police Training Council. Candidates must pass the written test in order to be scheduled for the qualifying physical fitness test. The physical fitness test(s) will be scheduled and held as the needs of the service require. Candidates who pass the qualifying physical fitness test and who are given a conditional offer of employment will be scheduled to take the required medical examination including drug testing.

WRITTEN TEST: The written test will be designed to test for knowledge, skills and/or abilities in such areas as:

1. Applying written information (rules, regulations, policies, procedures, directives, etc.) in police situations

These questions test for the ability to apply written rules in given situations similar to those typically experienced by police officers.

2. Memory for facts and information

These questions test for the ability to remember facts and information presented in written form. You will be given 5 minutes to read and study the information in the Memory Booklet. After the 5-minute period, the Memory Booklet will be taken away. You will then be required to answer questions about the material that was presented in the Memory Booklet.

3. Reading, understanding and interpreting written information

These questions test for the ability to read, understand, and interpret the kinds of written information that police officers are required to read during their formal training period and on the job.

4. Preparing written material in a police setting

These questions test for the ability to prepare the types of reports that police officers write. You will be presented with a page of notes followed by several questions. Each question will consist of four restatements of the information given in the notes. From each set of four, you must choose the version that presents the information most clearly and accurately.

The rating key for this examination will be established by the New York State Civil Service Commission prior to the date of the test, upon recommendation of a committee of police experts who will review all the questions for appropriateness and the key answers for correctness. There will be no review of the questions by candidates. This committee was selected with the assistance and endorsement of the Police Conference of New York, Inc., the New York State Association of PBA's, Inc., and the New York State Association of Chiefs of Police, Inc.

A Guide for the Written Test for Police Entrance is available at the New York State website: www.cs.ny.gov/testing/localtestguides.cfm Candidates not having access to a computer or the internet may request copy of the test guide from the Warren County Department of Civil Service Administration using the contact information found elsewhere on this announcement.

Use of a calculator is **PROHIBITED** for this exam.

QUALIFYING PHYSICAL FITNESS TEST: The elements measured in the qualifying physical fitness test are listed below:

Sit-Up: Muscular Endurance (core body) - The requirement is for a number of bent-leg sit-ups to be performed in one minute.

Push-Up: Muscular Endurance (upper body) - This test measures muscular endurance of the upper body. The requirement is for a number of full-body repetitions that a candidate must complete without breaks.

1.5 Mile Run: Cardiovascular Activity – 1.5 mile run; the requirement is for the attainment of a score calculated in minutes and seconds.

The Municipal Police Training Council adopted the physical fitness screening test. The minimum passing scores, represent the fortieth (40th) percentile of fitness. If a candidate does not successfully score to the 40th percentile of fitness for each of the elements of the test battery, the candidate's name will be removed from further consideration for appointment.

Failure to appear for a scheduled physical fitness test will be considered an unqualified declination and the name of the candidate may be removed from further consideration.

Failure on any part of the qualifying physical fitness test will remove a candidate's name from further consideration for appointment, and there will be no opportunity for retest.

The qualifying physical fitness test is valid for one (1) year, regardless of the length of validity of the eligible list. Therefore, candidates may be required to participate in the Physical Fitness test more than once if they have not earned appointment within one (1) year from the date of a Physical Fitness Test.

NOTE: Copies of the physical fitness and medical standards are available upon request from the Warren County Department of Civil Service Administration.

BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS: Candidates will be subject to a pre-employment background investigation and screening. Applicants may be required to authorize access to educational, financial, employment, mental health, criminal history or other records. At the discretion of the appointing authority, candidates may be subject to additional screenings as a term of employment, including but not limited to fingerprinting and psychological testing. Conviction of a felony **WILL** bar appointment. Conviction of a misdemeanor or other violations of the law **MAY** bar appointment.

HOW TO APPLY: Applications and information may be obtained from the Warren County Department of Civil Service Administration, or from the web site: www.warrencountyny.gov/civilservice Application/exam fee must be submitted to the Warren County Civil Service Administration before the close of business at 4:30p.m. on the last filing date listed on the Examination Announcement. Applications received via U.S. Mail will be accepted only if postmarked on or before the last filing date. You are responsible for completing **ALL** sections of the official application. To receive credit for experience on a job, basic information such as address, name and title of supervisor, hours in the workweek, final salary, etc. must be shown. Ambiguity and vagueness **WILL NOT** be resolved in your favor.

APPLICATION FEE: An application processing fee as specified on this announcement must accompany the application. **CHECK OR MONEY ORDER ONLY** must be payable to **WARREN COUNTY TREASURER. DO NOT SEND CASH. YOU MUST LIST THE EXAM NUMBER ON THE CHECK OR MONEY ORDER.** You are responsible for comparing your qualifications with the minimum qualifications posted on this examination announcement. **THERE WILL BE NO REFUNDS** if your application is disapproved.

Application Fee Waiver: 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 the Exam Fee Waiver and Certification section on the application or submit the "Application for Fee Waiver and Certification" form with your application by the close of business on the Last Filing Date as listed on the Examination Announcement.**

Veteran's Credits: Veterans or disabled veterans who may be eligible for additional credits must check the appropriate areas on the application and also submit a separate **Application for Veteran's Credits** and supporting documentation. Applications and information on veteran's credits may be obtained at the Warren County Department of Civil Service Administration.

NOTE: 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, notify this office of this matter when you submit your application for examination

Saturday Sabbath Observers – Physically Challenged Individuals – Active Military Members: Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and candidates with a disability who require reasonable accommodations to take the test must clearly indicate the need for special arrangements on their Application. Candidates who are called to military service after filing an Application should send requests for an alternate test date to our Office as soon as possible before the test date. Military Service Members who apply for an examination during the filing period but are on active military duty on the date the examination is scheduled may request a military make-up examination. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the test date. You must submit with your application the type of special arrangements or reasonable accommodations requested accompanied by all supporting documentation.

Multiple Exams Scheduled for the Same Date: If you have applied with any other local Civil Service agency for any other examination held on the same day, you must make arrangements with each agency to take all your examinations at one test site no later than two weeks before the test date. If you have applied for both State and Local examinations, you must make arrangements with this agency to take all your examinations at a State examination center no later than two weeks before the test date. If you have questions please contact Warren County Civil Service at (518) 761-6440.

GENERAL INSTRUCTIONS AND INFORMATION

1. Positive identification will be required at the test site.
2. Falsification of any part of the "Application for Employment" will result in disqualification.
3. Applicants must answer every question on the application form and make sure that the application is complete in regard to meeting the minimum qualifications for this examination. There will be no refund of the application fee should your application be disapproved. Time and place of the examination will be mailed to candidates whose application has been approved, one week before examination date.
4. Where a degree is required for minimum qualification, do not send transcript unless required on this announcement.
5. Appointments from an eligible list must be made from the top three candidates willing to accept appointment. All eligible lists will be established for a maximum of four years or the establishment of a new list. It is probable that a number of titles will have an insufficient number of candidates and examinations for these titles will be held on a more regular basis with eligible lists being replaced within the four-year period. Candidates are advised to review our examination postings at our web site: www.warrencountyny.gov/civilservice . Candidates will NOT be notified should eligible lists expire within the four-year period.
6. It is the responsibility of the candidate to notify the Warren County Department of Civil Service of any change in name and/or address. No attempt will be made to locate candidates who have moved.
7. The passing grade for this examination is 70. Background checks may be required for appointment.
8. The salary of this position is subject to change from time to time, or may be different in agencies serviced by the Warren County Department of Civil Service; vacancies may, therefore, be filled at a higher or lower salary than the one announced.
9. SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES: 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 BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.
10. BACKGROUND INVESTIGATION: Applicants may be required to undergo extensive investigation of criminal history and background, which may include a fingerprint check, to determine suitability for appointment. Costs related to such investigation may be borne by the applicant. Failure to meet the standards of investigation may result in disqualification.

This written test is being prepared and rated by the N.Y.S. Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the N.Y.S. Civil Service Rules and Regulations dealing with the rating of examinations will apply to this exam.

ISSUED: September 15, 2017

**Patricia C. Nenninger
Personnel Officer
MUNICIPAL CENTER
1340 STATE ROUTE 9
LAKE GEORGE, NY 12845-9803**

WARREN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER
View all examination announcements on line at: www.warrencountyny.gov/civilservice