



**SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT**

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Watkins Glen, NY 14891  
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Lorry Johnson  
Personnel Officer

**Promotional Exam for the Village of Watkins Glen**  
**Police Sergeant—Exam #75307**  
**EXAM DATE: June 13, 2020**

**LAST DATE TO FILE:** May 1, 2020 by 4:30pm

**SALARY:** Per Contract

**EXAM FEE:** \$25.00 **NON-REFUNDABLE** examination fee must accompany application, payable by cash, money order, or check made payable to the Schuyler County Treasurer. Please write the name and number of the examination on the check. Details concerning waiver of fee are found in the General Instructions.

**HOW TO APPLY:** Applicants must submit a Civil Service “Application for Employment and/or Examination” to Schuyler County Civil Service office. Applications **WILL NOT** be accepted via email or fax. **Applications MUST be received in the Civil Service Office by 4:30pm on May 1, 2020. Applications received after the deadline whether in person or via mail will not be approved.** You may **NOT** substitute “See Resume” for completing any portion of the application form. **INCOMPLETE APPLICATIONS WILL BE DISAPPROVED.**

**VACANCY:** A vacancy in this title has been filled provisionally. A permanent appointment will be made from the eligible list that results from this examination. The eligible list will also be used to fill any appropriate full-time and/or part-time vacancies as they occur.

**RESIDENCY REQUIREMENT:** Candidates must have been **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of the written examination. **Preference in appointment may be given to a resident of the jurisdiction for which there is a vacancy.**

**JOB DESCRIPTION:** The work involves responsibility for supervising the activities, assigning, inspecting and scheduling the work of the Police Officers assigned to shifts or units. The work is performed under the general supervision of the Village Board, Commissioner, or Police Chief. This position differs from the police officer by the responsibility to supervise and assist police officers in handling major law enforcement situations, organize departmental activities and respond to emergency situations. Does related work as required.

**PROMOTIONAL REQUIREMENT:** Two years of full-time experience in law enforcement. Must be working as a full-time police officer with the Village of Watkins Glen Police Department at the time of examination.

**SPECIAL REQUIREMENTS:** Possession of a valid New York State Driver’s License and must be a New York State Certified Police Officer.

**SENIORITY CREDITS:** Additional points will be credited for each appropriate five-year period or fraction thereof in accordance with the following schedule:

Less than one year	0 points	Over 11 years up to 16 years	3 points
One year up to 6 years	1 point	Over 16 years up to 21 years	4 points
Over 6 years up to 11 years	2 points	Over 21 years up to 26 years	5 points

## **SUBJECT OF EXAMINATION: Use of calculators is PROHIBITED**

Subjects of examination: A written 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.

### **New York State Laws - Police**

These questions test for knowledge of the laws in effect on January 1, 2020 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.

### **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.

### **P. E. R. C. Statement**

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

**The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available online at: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm)**

Applications and announcements are available at [www.schuylercounty.us](http://www.schuylercounty.us) or the  
Schuylers County Civil Service Office 105 Ninth St., Unit 21, Watkins Glen, NY 14891  
(607) 535-8190

Issue Date: March 31, 2020

## ***SCHUYLER COUNTY CIVIL SERVICE—GENERAL INSTRUCTIONS FOR EXAMINATIONS***

**Application:** An original application must be filed for each separate examination. Applications must be received by 4:30 p.m. on the “Last Filing Date” to be considered for this examination. We do not make formal acknowledgement of the receipt of an application or take responsibility for non-delivery or postal delay. Submission of a resume does not relieve you of the responsibility for completing all sections of the application. Answer every question; incomplete applications will be disapproved. Be sure to read the detailed announcement to determine whether or not you meet the announced requirements. No fee refund will be made to applicants who are disqualified or fail to appear for the examination. Notify this office if your address changes after applying. No attempt will be made to locate candidates who have moved. Download application and forms at web site [www.schuylercounty.us](http://www.schuylercounty.us).

**Education:** A copy of your diploma should be submitted if you qualify by possession of a degree. Transcripts should be submitted whenever the qualifications require a specific college major or specified number of credits.

**Fee and Fee Waiver:** Application fee of \$15 must be submitted with application. Cash, money order or check made payable to Schuyler County Treasurer. Write exam name and number on check. The examination fee may be waived for persons claiming to be “unemployed and primarily responsible for the support of a household.” Use Schuyler County Waiver form.

**Application Review:** Disqualified candidates will receive a disapproval letter and will have the opportunity to submit facts in opposition to disqualification. Approved candidates will receive an admission letter a week before the date of the exam telling when and where to appear for the examination. If you do not receive your letter within five days of the examination, call the Civil Service office at 607-535-8190. Falsification or material misstatements of any part of the application may result in disqualification from the exam or from permanent competitive appointment. Statements on the application may be verified after the examination is held. At that time those candidates not meeting the requirements will be disqualified.

**Residency:** Candidates must be legal residents of Schuyler County or one of the contiguous counties (Yates, Seneca, Steuben, Chemung, or Tompkins) for at least one month immediately preceding the examination date. For some examinations, residency may be waived. Under Section 23-4a of Civil Service Law, a municipality may request a certification of eligible candidates who have been residents of that municipality for at least one month prior to certification.

**Multiple Examinations:** Qualified candidates may take a combination of examinations being given on the same date. The time limit for any combination or series of examinations cannot exceed eight (8) hours.

**Cross-filing:** If you have applied for any other civil service examinations to be given on the same test date by New York State or any other local government jurisdiction, you must notify Schuyler County Civil Service of your intent to take both a State and local government examination. When taking both a State and local government examination you will be required to take all your examinations at a State examination center. You will be advised by letter when and where to report for your examination. (2) If you have applied for examination with another local civil service agency, submit a cross filing form with each agency to make arrangements no later than two weeks before the date of the examinations; indicate the test site at which you wish to take your examination.

**Calculators:** Unless otherwise notified, candidates are permitted to use a quiet hand-held, solar or battery powered calculator. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited. No books or other reference materials are allowed.

**Eligible Lists:** Unless otherwise noted, the final rank order of the eligible list established as a result of this exam will be determined on the basis of the scores received on the written test, plus veterans and seniority credits where appropriate. The resulting eligible list for this examination will not be less than one year but no more than four years. Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

**Rating:** This examination is announced and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of exams will apply to this examination.

**Veterans/Military:** Veterans or disabled veterans who wish to claim additional credit must submit a copy of their DD-214 and supporting paperwork before the eligible list is established. The requirements set by NYS for these credits must be met. Military Service members on active duty on the exam date may request a military make-up examination.

**Children of Firefighters and Police Officers Killed in the Line of Duty:** 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. You must inform this office when you submit your application and must also submit documentation before the eligible list is established.

**Religious Observers:** Most tests are held on Saturdays. If the test date conflicts with a religious observance or practice, check the box on the application. Arrangements will be made for an alternate test date, usually the following Monday.

**Disabled Persons:** If special accommodations for testing are required, please indicate in writing the disability and desired conditions necessary to accommodate your disability by the last filing date of the exam.

**School District Positions:** 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 as involving direct contact with students, a clearance for employment from that state education department is required.

**Background Investigation:** Candidates may be required to pass a pre-employment drug test and/or undergo a State and national criminal history background investigation, including a fingerprint check, to determine suitability for appointment.

This examination may be rescheduled if there is a weather emergency. Listen to radio station WFLR for information.