

PLEASE POST CONSPICUOUSLY
EXAM ISSUED ON 9/1/17

GREENE COUNTY CIVIL SERVICE
411 Main Street, 3rd Floor, Catskill, NY 12414
518-719-3253 --- www.greenegov.com

Announces an
OPEN COMPETITIVE EXAMINATION FOR
EXAM NO. 69851 - POLICE OFFICER

PLEASE REFER TO PAGE 3 FOR GENERAL INSTRUCTIONS BEFORE COMPLETING EXAM APPLICATION

LAST FILE DATE: OCTOBER 20, 2017

(Postmarked no later than 10/20/17)

EXAMINATION DATE: DECEMBER 2, 2017

POLICE OFFICER: The eligible list established as a result of this examination will be used to fill future full-time and part-time vacancies within the various Police Departments within Greene County.

SALARY RANGE APPROXIMATELY: \$14.00 - \$16.00 per hour Salaries vary depending upon municipality where the vacancy exists.

NON-REFUNDABLE FILING FEE: A \$25 check or money order must be submitted with your application. **CASH IS NOT ACCEPTED**

RESIDENCY REQUIREMENTS: Candidates must be legal residents of Greene, Albany, Columbia, Delaware, Schoharie or Ulster Counties for at least six (6) months immediately preceding the date of the examination. **PREFERENCE IN APPOINTMENT MAY BE GIVEN TO RESIDENTS OF GREENE COUNTY OR MUNICIPALITIES WHERE A VACANCY EXISTS. (C. S. LAW #23, SUB PAR. A)**

*****PLEASE READ MINIMUM QUALIFICATIONS & SPECIAL REQUIREMENTS CAREFULLY*****

YOUR APPLICATION WILL BE DENIED AND RETURNED TO YOU IF YOU DO NOT INCLUDE THE REQUIRED PAPERWORK AND FILING FEE: YOU MUST PROVIDE A COPY OF PROOF OF AGE (BIRTH CERTIFICATE OR DRIVER'S LICENSE) ALONG WITH THE FILING FEE.

1. By the date of examination, candidates must be a high school graduate or hold a high school equivalency diploma or comparable diploma and meet additional requirements as described in Section 58 of Civil Service Law.
2. Age: Candidates must be at least 19 years of age on or before 12/2/17 to be admitted to the written test. Eligibility for appointment as a police officer begins when the candidate reaches age 20. **Candidates who reach their 35th birthday on or before 12/2/17 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 the purpose of meeting the age requirement.
3. 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 this agency's alternate test date policy) are advised to contact this office to discuss the request at 518-719-3253.
4. Conviction of a felony will bar appointment, and conviction of a misdemeanor or other offense may bar appointment.
5. Citizenship: United States Citizenship is required at time of appointment. It is not necessary for admission to the examination.
6. Driver's License: Candidates must possess a valid New York State Operator's license at time of appointment.
7. Must successfully pass background check and psychological testing. Candidates must be able to obtain a New York State Pistol Permit.
8. Cross Filer Statement: If you have applied for any other civil service examination to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all the examinations at one test site. **PLEASE BE ADVISED IF YOU INTEND TO TAKE A POLICE OFFICER EXAM FROM ANOTHER COUNTY AT THE GREENE COUNTY SITE YOU MUST COMPLETE AND SUBMIT WITH YOUR APPLICATION THE GREENE COUNTY CROSS FILER FORM AVAILABLE AT THE GREENE COUNTY CIVIL SERVICE OFFICE OR ON OUR WEB SITE www.greenegov.com**

TYPICAL WORK ACTIVITIES: (Illustrative only)

Patrols an assigned area on foot, on a motorcycle, or in a radio cruising car; Checks doors and windows of unoccupied businesses and residential property; Investigates suspicious activities and makes arrests for violations of federal and state laws and local ordinances; Escorts prisoners to jail and to court, and has them booked on charges; Investigates cases involving neglected, abused or delinquent children; Watches for and makes investigations of wanted and missing persons and stolen cars and property; Directs traffic and marks cars for overtime parking; Maintains order in crowds and attends parades and other public gatherings; Answers questions for and directs the public; Reports serious defects in streets and in related matters requiring the attention of the Town Highway or Village Street Department; Broadcasts radio messages; Makes criminal and plain clothes investigation as assigned; Makes regular reports of activities.

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If you have applied for other local government examinations, call or write to each civil service agency to make arrangements no later than 10/20/17. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination.

SUBJECTS OF THE EXAMINATION: 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. 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.

WRITTEN TEST: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

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.

P.E.R.C. STATEMENT: 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 by 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.

****SPECIAL NOTE**** A guide to the written test for Police Entrance series is available at the New York State Department of Civil Service Web site: www.cs.state.ny.us/testing/localtestguides.cfm. Candidates not having access to a computer or the internet may request a copy of this test guide from the Greene County Civil Service Office, 411 Main Street, 3rd Floor, Room 340, Catskill, NY 12414 or call the office at (518) 719-3253.

The municipal Police Training Council adopted the physical fitness-screening test based on the model formulated by the Cooper Institute of Aerobics Research. The minimum passing scores, depending on age and sex, represent the fortieth (40th) percentile of physical fitness as established by the Cooper Institute. Failure on a part of qualifying test will remove your name from further consideration for appointment. Copies of the physical fitness and medical standards are available upon request from this agency.

QUALIFYING PHYSICAL FITNESS TEST: The three elements measured in the qualifying physical fitness test are muscular endurance, absolute strength and cardiovascular activity. The following is a brief description of the physical fitness test.

MUSCULAR ENDURANCE: The requirement is for a number of bent-leg sit-ups to be performed in one minute.

ABSOLUTE STRENGTH: Push-ups - this test measures endurance of the upper body (anterior deltoid, pectorals, major and triceps). The requirement is for a number of full body repetitions that a candidate must complete without breaks.

CARDIOVASCULAR ACTIVITY: 1.5 mile run; the requirement is for the attainment of a score calculated in minutes and seconds.

GREENE COUNTY will allow one (1) retest if you fail the first qualifying physical fitness test, a second re-test will be offered two (2) weeks later. If you fail the second test, your name will be restricted.

VETERAN'S CREDIT: Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office. Veteran's credits can only be added to a passing score on the examination.

Effective January 1, 1998, 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 examinations. 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 veteran's credits.

*******USE OF CALCULATORS IS PROHIBITED FOR THIS EXAMINATION*******

GENERAL INFORMATION ----- GREENE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER
APPLICATIONS AND FORMS ARE AVAILABLE FROM THE OFFICE OR AT www.greenegov.com

1. **APPLICATIONS:** Mail to: Greene County Civil Service Commission, 411 Main St., Catskill, NY 12414, or at www.greenegov.com. Applications are accepted up to the last filing date indicated on announcement. This department does not make formal acknowledgment of the receipt of an application, or take responsibility for non-delivery of mail or postal delays. The Commissioners reserves the right to reject or accept applications after the advertised filing period. Read and compare your qualifications carefully with the minimum qualifications as outlined. Only apply for those exams for which you are qualified for. Resumes are not accepted as a substitution for indicating work experience on your application, but are accepted as an addition to your application. All experience is considered as paid work experience, **unless** specified under the minimum qualifications; volunteer experience, unpaid internship experience (if paid, verification must be provided) and education will not be accepted and/or substituted for experience in meeting the qualifications. **FAX & COPIES ARE NOT ACCEPTED—THE ORIGINAL SIGNATURE MUST APPEAR IN INK.**
2. **NON-REFUNDABLE FILING FEE & FEE WAIVER:** A \$15 fee is required for EACH exam you are applying for. A \$25 fee is required for the POLICE OFFICERS, DEPUTY SHERIFFS OR CORRECTIONS OFFICERS exams. The **fee** must accompany your application. **Do not send cash! A check or money order payable to Greene County Civil Service Commission is required.** Include the exam title and exam number on your check or money order. Fees may be waived per C.S. Law §50.5(b). In order to be eligible for the FEE WAIVER, the completed Fee Waiver form must be submitted with your exam application. A \$10 SERVICE CHARGE will be imposed on any checks returned to the Greene County Treasurer.
3. **TIME AND PLACE OF EXAM:** Accepted candidates will be notified by letter approximately two (2) weeks prior to the exam date when and where to appear for the exam.
4. **MULTIPLE EXAMINATIONS & CROSS FILERS SCHEDULED FOR THE SAME DAY:** If you have applied to take a written exam announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written exam, 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 exams at one exam site. All exams for positions in State government will be held at a State exam center. When taking both **State and Local** government exams, you are required to take all exams at the **STATE** exam site. For Greene County call **(518) 719-3253**, or obtain the cross filer form from our website or write to the above address no later than **two (2) weeks** prior to the date of the exams.
5. **SPECIAL EXAM ARRANGEMENTS & RELIGIOUS ACCOMMODATIONS:** If you require particular accommodations or special testing arrangements as a person with a disability or alternate test date candidate (in accordance with alternate test date policy) clearly indicate this on your Application and the required form must accompany the application. For religious accommodation, most written exams are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, please check the box under #5 "RELIGIOUS ACCOMMODATION." We will make arrangements for you to take the exam on a different date, usually the following Monday.
6. **AGE REQUIREMENT:** Unless otherwise specified in the exam announcement, there are no age restrictions. However, there may be statutory restrictions on your employment if you are under 18 or over 70 years of age.
7. **RESIDENCY REQUIREMENT:** Unless otherwise specified in the exam announcement, candidates in all open competitive exams must at the time of the exam, have been legal residents for at least six (6) months of the political subdivision in which they seek appointment.
8. **VETERANS' CREDIT:** 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 promotion exams), 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 exam. 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 TO THIS OFFICE** indicating that the service was in time of war, as defined in Sec. 85 of C. S. 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. An appropriate application form may be obtained at the Civil Service Office. **FAILURE TO PROVIDE PROOF PRIOR TO ESTABLISHMENT OF THE ELIGIBLE LIST WILL RESULT IN NO ADDITIONAL CREDIT BEING GRANTED.**
9. **ADDITIONAL SERVICE CREDIT FOR CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:** In conformance with Section 85-a of the C.S. 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 is 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.
10. **TRANSCRIPTS & COLLEGE DEGREES:** Whenever college transcripts or diplomas are requested, they should be submitted with the application for the exam or as soon as possible thereafter before the examination. For further details contact this office.
11. **RATING & REVIEW:** The passing grade is 70. Unless the announcement states otherwise, this examination is being prepared and rated by the NYS Civil Service in accordance with Section 23.2 of the NYS C.S. Law. The provisions of the NYS C.S. Rules and Regulations dealing with the preparation and rating of written exams will apply to this exam.
12. **TRAINING AND EXPERIENCE:** Training and experience will not be a subject of the exam unless specified on the front of the announcement. If a subject of the exam, training and experience may not be rated if all passing candidates are expected to be immediately reachable for appointment. If rated, training and experience will be based on the statements in your application which are subject to verification.
13. **ELIGIBLE LIST:** Eligible lists will be established on the basis of passing grades received by the candidates in the competitive portions of the exam. Lists are established for duration of one year unless further extended. The resulting eligible list will be used to fill appropriate vacancies as they occur. Lists resulting from promotion examinations are certified first.
14. **SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:** Per Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES involving direct contact with students, a clearance for employment from the State Education Department is required.
15. **FOR POSITIONS REQUIRING CRIMINAL BACKGROUND INVESTIGATION & FINGERPRINTING:** 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. Failure to meet the standards for the background investigation may result in disqualification. Fingerprints to be used in performing the background checks would be collected from applicants pursuant to regulations promulgated by the DCJS, which will perform the State background check. DCJS will also submit the fingerprints to the FBI for the completion of the national background check. Individuals found to have criminal histories that bar their appointment to the position sought would then be disqualified by the municipal civil service agency pursuant to Section 50(4) of the Civil Service Law. As mentioned above, this Chapter applies to applicants or eligibles for original appointment to positions in the classified service. Current employees, transfer candidates, individuals reinstated from preferred lists pursuant to Section 81 of the Civil Service Law and applicants for promotion exams or current eligible's on promotion eligible lists are specifically exempted from the provisions of this Chapter. This act took effect July 22, 2003.
16. **CALCULATORS:** **Unless otherwise notified**, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. **The calculator function on cell phones** and devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited. You may not bring reference materials unless notified to do so.
17. **WEATHER:** Listen to your local TV & Radio Stations, (WNYT, WRGB, WTEN, WXXA & 98.5 THE CAT, OLDIES 93.5, 1230 WHUC, 810 WGY, 107.7 WGNA)
18. **EMERGENCIES (OTHER THAN WEATHER):** If any emergency prevents you from appearing for the exam please notify this office no later than 10:00 AM on the Monday following the test date. (Tuesday, if Monday is a holiday) providing verifiable documentation of the reason.

NOTE: As a condition of employment only within Greene County Departments candidates receiving a conditional offer of employment must Successfully pass a drug screen, failure to meet the above standards may result in disqualification.