

PLEASE POST CONSPICUOUSLY
EXAM ISSUED ON 03/26/18

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

Announces a
PROMOTION EXAMINATION FOR

EXAM NO: 79013 - DEPUTY SHERIFF INVESTIGATOR

REFER TO GENERAL INFORMATION ON PAGE 3 BEFORE COMPLETING THE EXAM APPLICATION

LAST FILE DATE: APRIL 27, 2018
(Postmarked no later than 04/27/18)

EXAMINATION DATE: JUNE 9, 2018

DEPUTY SHERIFF INVESTIGATOR: THIS IS A PROMOTION EXAM. This examination is open to all qualified employees of that the Greene County Sheriff's Department. Seniority points (see below) will be added to the score of the passing candidates. Currently there are no vacancies within the Greene County Sheriff's Department. The eligible list established as a result of this exam will be used to fill future vacancies within that department as they occur.

SALARY RANGE: \$28.66 - \$32.69 PER HOUR

PROMOTION QUALIFICATIONS: Must have been permanently appointed from an eligible list and have thirty six (36) months of full-time or its part-time equivalent experience as a Deputy Sheriff or combination of Deputy Sheriff and Police Officer.

NON REFUNDABLE FILING FEE: A \$25.00 filing fee must accompany your application. **CASH IS NOT ACCEPTED**

SPECIAL REQUIREMENTS:

1. Possession of a valid NYS Motor Vehicle Operator's License at the time of examination and appointment and this license must be maintained throughout employment.
2. No one shall be appointed as a Deputy Sheriff Investigator unless he/she has been previously appointed as a Deputy Sheriff from an appropriate eligible list established according to merit and fitness in accordance with the requirements of Civil Service or covered in to the Civil Service System under Local Law #5 of 1991 of Greene County.

TYPICAL WORK ACTIVITIES:(Illustrative only)

Investigates all felony complaints and misdemeanor complaints as assigned; Interviews suspects, victims, witnesses, neighbors and others to obtain information on crimes under investigation; Investigates all deaths reported to the Sheriff's Department including homicides, suicides and traffic fatalities; Prepares a variety of reports, legal forms and other documents required for the investigation of crimes and the arrest and prosecution of the perpetrators; Secures crime scenes and directs investigations, including supervising the work of uniformed personnel; Investigates crime scenes to search for physical evidence and other clues; Preserves, labels and stores a variety of physical evidence including stolen property, clothing, fingerprints, hair and blood samples, etc.; Measures, sketches and photographs crime scenes; Attends autopsies as requested by the Medical Examiner; Conducts preliminary field tests of substances suspected to be marijuana or other controlled substances; Obtains and executes search warrants to obtain evidence; Arranges physical line-ups for the identification of suspects in major felony cases; Executes arrest warrants, makes arrests without warrants and arraigns the defendants; Completes arrest procedures on defendants, including completion of the arrest record, fingerprinting, photographing and issuing notices; Testifies at Grand Jury, criminal and civil court proceedings and other hearings; Provides security for visiting politicians and dignitaries; Assists uniformed officers in filling reports and accusatory instruments; May instruct classes at Police Basic Training School or speak at area schools and organizations.

SUBJECTS OF EXAMINATION: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. Evaluating information and evidence: These questions test for the ability to evaluate and draw conclusions from information and evidence. Each question consists of a set of facts and a conclusion based on the facts. The candidate must decide if the conclusion is warranted by the facts.

2. Investigative techniques and criminalistics: These questions test for knowledge of criminal investigation techniques and criminalistics. The questions will deal with, but will not necessarily be restricted to, such concepts as: interviewing; interrogation; evidence gathering and preservation; and surveillance.

3. New York State Laws: These questions test for knowledge of the laws in effect on January 1, 2018 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.

4. 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.

5. 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.

A Guide for the Written Test for Police Supervisors/Investigators 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 Greene County Civil Service, 411 Main St. Catskill, NY (518)719-3253.

*******USE OF A CALCULATOR IS PROHIBITED FOR THIS EXAM*******

*******SENIORITY POINT SCHEDULE: ONE POINT FOR EACH CREDITABLE FIVE YEAR PERIOD*******

Less than 1 year	0 POINTS	Over 11 Years up to 16 Years	3 POINTS
1 Year to 6 Years	1 POINTS	Over 16 Years up to 21 Years	4 POINTS
Over 6 Years to 11Years	2 POINTS	Over 21 Years up to 26 Years	5 POINTS