

**JEFFERSON COUNTY DEPARTMENT OF HUMAN RESOURCES**  
**County Office Building - 175 Arsenal Street**  
**Watertown, NY 13601**  
**www.co.jefferson.ny.us**

Valerie M. Nugent  
Director of Human Resources

**\*A NON-REFUNDABLE APPLICATION FEE OF \$20 MUST ACCOMPANY YOUR APPLICATION**  
**PLEASE COMPLETE APPLICATION IN ITS' ENTIRETY - DO NOT SEND RESUME.**

**OPEN COMPETITIVE EXAMINATION**  
**FOR**  
**NO. 62-589 POLICE OFFICER/DEPUTY SHERIFF**

**ALL APPLICANTS MUST ALSO COMPLETE THE POLICE OFFICER/DEPUTY SHERIFF APPLICATION SUPPLEMENT.**

**VACANCIES:** This list will be used to fill future vacancies, as they occur, in the villages of Jefferson County and/or at the Jefferson County Sheriff's Department.

**SALARY:** Deputy Sheriff: \$24.74 - 30.17/hr. {2023 rate}  
Police Officer: Salary varies by village.

**CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF JEFFERSON COUNTY OR CONTIGUOUS COUNTIES (Lewis, St. Lawrence, Oswego) FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST.** Preference in appointment may be given to candidates who have been legal residents of the appointing jurisdiction for at least one month prior to the date of certification of eligibles and must be a resident of such jurisdiction at time of appointment.

**DEPUTY SHERIFF:** Must be legal residents of Jefferson County to qualify for appointment.

**LAST FILING DATE: July 14, 2023**

**EXAMINATION DATE: September 9, 2023**

Disabled Persons and Persons needing Religious Accommodation: If special arrangements for testing are required, indicate this on your application form.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma, or GED certificate from the Armed Forces as described in Section 58 (b) of the Civil Service Law.

**SPECIAL REQUIREMENTS:** Candidates must meet all requirements of Section 58 of the Civil Service Law to include satisfying the medical and physical requirements prescribed by the Municipal Police Training Council.

**AGE:** Candidates must be at least 19 years old on or before the date of the examination to take the test. Eligibility for appointment as a Police Officer begins when the candidate reaches age 20. Candidates who reach their 35th birthday on or before the date of the written examination 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.

**DRIVER'S LICENSE:** To be eligible for appointment, candidates must possess a valid New York State driver's license.

**CITIZENSHIP:** United States Citizenship is required.

**PHYSICAL AND MENTAL:** Candidates must be physically strong and active; free from mental and physical defects, deformities or diseases, well proportioned within the range of accepted standards; and have satisfactory hearing and satisfactory eyesight without corrective lenses.

**NOTE:** Candidates must meet the physical fitness and medical standards prescribed by the Municipal Police Training Council. All candidates should have vision better than or equal to 20/30 in each eye. If a candidate must use corrective lenses (glasses or contacts) in order to satisfy the 20/30 vision standard, then such candidate's uncorrected vision should be no worse than 20/100 in each eye; acceptable color perception; weight in proportion to height and frame size; and acceptable hearing acuity. Detailed physical and medical requirements will be supplied upon request.

An individual should not forego taking a written examination for Police Officer or Deputy Sheriff or consider himself or herself ineligible for Police Officer or Deputy Sheriff employment solely because he or she does not now meet or may not be able to meet the current height, weight, and physical fitness standards. In addition to the written examination, an assessment of an individual's physical ability/agility will be made. Candidates should be aware that an offer of employment is contingent upon the passing of an appropriate medical examination.

**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. Failure to meet the standards for the background investigation may result in disqualification.

**CONVICTION OF A FELONY WILL BAR AND CONVICTION OF A MISDEMEANOR OR OTHER OFFENSE MAY BAR PARTICIPATION IN EXAMINATION AND APPOINTMENT.**

**SPECIAL REQUIREMENT:** Section 209-q of the General Municipal Law requires that any person seeking permanent appointment as an entry-level municipal Police Officer must complete an approved Municipal Police Training Program

**EXAMPLES OF WORK:** (illustrative only)

Patrols an assigned area during a specific period in motorized police equipment;

Investigates suspicious activities and complaints and makes arrests for violations of Federal and State laws and local ordinances;

Watches for and makes investigations of wanted and missing persons and stolen cars and property;

Maintains order in crowds, parades, funerals, or other public gatherings;

Serves subpoenas, tax notices, traffic summonses, and other legal papers;

Arrests traffic violators and/or issues appearance tickets;

Assists in the investigation of felonies and other types of crimes;

Transports prisoners to Family, Justice, and County Courts and to penal institutions and state hospitals;

Attends court and presents evidence in connection with arrests made or cases investigated;

Operates radio equipment to dispatch police and fire personnel and equipment;

Answers questions for and directs the public;

Makes daily reports of activities.

**SCOPE OF EXAMINATION:** Written test will cover knowledge, skills, and/or abilities in such areas as:

### **Situational Judgment**

These questions test for the ability to identify appropriate and effective responses to work-related challenges. You will be presented with scenarios that reflect the types of challenges one could encounter in a work environment. Each scenario will be followed by several responses to the scenario. You must rate the effectiveness of each response.

### **Language Fluency**

These questions test for the ability to read, understand, and present a clear and accurate summary of information. For some questions, you will be given a brief reading passage followed by four statements, each summarizing the information. You must then choose the best version. For other questions, you will be given several sentences, one of which contains a spelling, grammatical, or punctuation error. You must then select the line that contains the error.

### **Information Ordering and Language Sequencing**

These questions test for the ability to properly identify the sequence or order of events, or to organize information to fit a timeline. You will be given a brief reading passage followed by one or more questions. You must identify the proper sequence of events in order to answer one or more questions.

### **Problem Sensitivity and Reasoning**

These questions test for the ability to apply information and to identify a problem or potential problem. For some questions, you will be given information in the form of policies, rules, regulations, or laws, which will be followed by a situation. You must then identify the problem and apply the information to select the best course of action to take. For other questions, you will be given a scenario and mock witness statements. You must use this information to answer one or more questions about the scenario.

### **Selective Attention**

These questions test for the ability to focus on completing a task and to pay attention to important details while performing repetitive and monotonous tasks. You will be presented with a series of letters, symbols, and/or numbers. You must select the choice that contains the series of letters, symbols, and/or number that matches exactly.

### **Visualization**

These questions test for the ability to imagine how something will look when it is moved around or when its parts are changed, moved, or rearranged. You will be presented with an image of a face followed by four images of faces. Each face is disguised or altered in some way. Three of the images have a difference in facial structure or facial features. You must select the choice that contains the image with the identical facial structure and facial features.

### **Spatial Orientation**

These questions test for the ability to understand how to navigate within spaces or how to get from one point to another. You will be provided with a map followed by one or more questions. You must imagine yourself at a certain location and orient yourself to the direction in which you would move to get to another location by the shortest (least distance) route.

### **Test guide:**

A Guide for the Written Test for **Entry-Level Law Enforcement** 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.

### **THE USE OF CALCULATORS IS PROHIBITED FOR THIS EXAM.**

**PERC 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. This committee was selected with the assistance of, and the endorsement by, the Police Conference of New York, Inc., the Metropolitan Police Conference of New York State, Inc., and the New York State Association of Chiefs of Police, Inc. Chapter 548 of the N.Y. State Laws of 1976 "empowers the Division of Criminal Justice Services to charge a fee when it conducts a search of criminal history records in connection with an application for employment". You will be required to submit payment of this fee only if you are appointed.

JEFFERSON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:** With the exception of written tests announced by New York City, if you have applied to take a written test announced by New York State or any local jurisdiction (county, town, city) scheduled to be held on the same test date as this written test, you must indicate all pertinent examination (exam number, title, and location/jurisdiction) information on a separate piece of paper and submit it with your application.

CANDIDATES WILL BE NOTIFIED OF THE PLACE OF THE EXAMINATION.

\*A **NON-REFUNDABLE** fee of \$20 is required for each separately-numbered examination for which you apply. The required fee must accompany your application. Send check or money order payable to the **Jefferson County Treasurer** and write the examination title(s) and number(s) on your check or money order. **DO NOT SEND CASH.** File only for those examinations for which you are clearly qualified. An exception to the fee requirement will be made only for persons who provide proof that they are unemployed and are primarily responsible for the support of the household; or who are receiving Medicaid, Supplemental Security Income (SSI) 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. Individuals wishing to claim this waiver of fee must complete an **Application Fee Waiver Request and Certification Form**. This form is available at the Jefferson County Department of Human Resources office. Such claims are subject to later verification and, if not supported by appropriate documentation are grounds for barring appointment.

Issued: 5-30-23

62-589 POLICE OFFICER/DEPUTY SHERIFF APPLICATION SUPPLEMENT

(Attach this form securely to the examination application)

1. Are you a citizen of the United States? YES [ ] NO [ ]

2. Date of Birth \_\_\_\_\_

3. Driver's License Number \_\_\_\_\_

Issuing Agency (City & State) \_\_\_\_\_

Expiration Date \_\_\_\_\_

I do hereby certify that the statements made on this form (including attached papers) are true under the penalties of perjury.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Applicant

Please complete and return to:  
Department of Human Resources  
175 Arsenal Street  
Watertown, New York 13601