

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 USE THE PROMOTION APPLICATION AVAILABLE IN THE HUMAN RESOURCES OFFICE***

**PROMOTION EXAMINATION
FOR
NO. 71-988 DEPUTY SHERIFF DETECTIVE**

CANDIDATES MUST BE PERMANENTLY EMPLOYED IN THE COMPETITIVE CLASS IN THE JEFFERSON COUNTY SHERIFF'S DEPARTMENT AND MUST HAVE SERVED CONTINUOUSLY ON A PERMANENT BASIS AS A DEPUTY SHERIFF FOR TWO YEARS IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST.

VACANCIES: This list will be used to fill vacancies as they occur within the department.

SALARY: \$27.78 – \$33.78/hr.

LAST FILING DATE: April 12, 2024

EXAMINATION DATE: June 1, 2024

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

EXAMPLES OF WORK: (illustrative only)

Investigates and reviews all suspected violations of New York State law, as assigned;

Investigates death cases, homicides, suicides and traffic fatalities, as assigned;

Responds to and preserves crime scene, and identifies, collects and secures physical evidence and prepares written record of findings;

Interviews victims, witnesses, suspects and others to obtain information on crimes under investigation;

Takes latent fingerprints, photographs and measures and sketches crime scene;

Obtains and executes search warrants to obtain evidence;

Assists road patrol deputies and other law enforcement personnel in making arrests and performing other police work;

Conducts background investigations for government employment, pistol permits, missing persons, internal affairs, etc.;

Testifies at all hearings, Grand Juries and trials regarding investigation results;

Conducts surveillance and undercover work of property or persons;

Arranges for identification of suspects in criminal cases, through line-up, photographs, etc.;

Attends and conducts advanced training in specialized areas such as narcotics enforcement, homicide, arson, robbery, kidnapping, rape, burglary, organized crime and sex offenses;

Prepares written records and reports.

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

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.

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.

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.

New York State Laws – Police

These questions test for knowledge of the laws in effect on January 1, 2024 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.

Test guide:

A Guide for the Written Test for **Police Supervisors/Investigators** 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.

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.

Seniority - Points will be added to an eligible score as follows: One point for each creditable five-year period

JEFFERSON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

NOTE: **THE USE OF CALCULATORS FOR THIS EXAM IS PROHIBITED.** Devices with typewriter keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are prohibited. You may not bring books, reference materials, devices, or calculators which provide assistance beyond simple numerical computation.

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.

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