

**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 \$15 MUST ACCOMPANY YOUR APPLICATION**  
**PLEASE COMPLETE APPLICATION IN ITS' ENTIRETY - DO NOT SEND RESUME**

**OPEN COMPETITIVE EXAMINATION**  
**FOR**  
**NO. 69-326 SCHOOL SAFETY OFFICER**

**VACANCIES:** At present, one vacancy exists with Alexandria Central School and one vacancy exists with Carthage Central School.

**SALARY:**               \$35,000               (Alexandria Central School)  
                              \$35,000               (Carthage Central School )

**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.** This list may be used to fill future vacancies as they occur in other jurisdictions. 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.

**LAST FILING DATE:       **July 21, 2021****

**EXAMINATION DATE:   **August 7, 2021****

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

**MINIMUM QUALIFICATIONS:** Candidates must meet the following requirements on or before the date of the written test:

- (A) Graduation from a regionally accredited or New York State registered college or university with an associate's degree and 1 (one) year experience as a Deputy Sheriff, Police Officer, NYS Police or NYS Park Police; **ALL CANDIDATES MUST SUBMIT A COPY OF THEIR COLLEGE TRANSCRIPT AT TIME OF APPLICATION.** OR
- (B) Graduation from high school or possession of a high school equivalency diploma and 3 (three) years of experience as a Deputy Sheriff, Police Officer, NYS Police or NYS Park Police.
- (C) An equivalent combination of training and experience as defined by (A) and (B) above

**SPECIAL REQUIREMENT:** Appointees will be required to possess a valid license to operate a motor vehicle in New York State or otherwise demonstrate their ability to meet the transportation needs of the job.

**SPECIAL REQUIREMENT:** A fingerprint supported criminal background check is mandatory for perspective employees of a school district. Any fee will be paid by the applicant.

**SPECIAL REQUIREMENTS TO CARRY OR POSSESS FIREARMS:** School Safety Officers may not carry or possess firearms while on duty unless authorized to do so by the appointing authority and a license has been issued pursuant to §400.00 of Penal Law (§2.10.27 of Criminal Procedure Law). Where possession of the license is required, eligibility for and continued possession of the license is required for employment.

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

Maintain order and compliance with the school districts code of conduct, policies and rules and regulations;  
Monitors student activity in hallways and around school grounds to deter dangerous or inappropriate behavior;  
Observes and reports problems or suspicious and potentially dangerous activities that may affect the security of the school's building and grounds;  
Updates safety plans for the building and ground;  
Attends Safety Committee meetings;  
Controls presence of visitors and prevents any unauthorized persons from entering school grounds;  
Accompanies and acts as a witness for school administration during locker searches;  
Prepares any necessary paperwork.

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

**Preparing written material**

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

**Applying written information in a safety and security setting**

These questions evaluate your ability to read, interpret and apply rules, regulations, directives, written narratives and other related material. You will be required to read a set of information and to appropriately apply the information to situations similar to those typically experienced in a public safety and security service setting. All information needed to answer the questions is contained in the rules, regulations, etc. which are cited.

**Principles and practices of safety and security**

These questions test for a knowledge of the proper principles and practices in the field of safety and security. The questions will cover such areas as selecting the best course of action to take in a safety or security related situation.

**Following directions (maps)**

These questions test your ability to follow physical/geographic directions using street maps or building maps. You will have to read and understand a set of directions and then use them on a simple map.

A Guide for the Written Test for **Safety and Security** 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.

This examination is being prepared and rated by the New York State Department of Civil Service 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 examinations will apply to this written test.

**JEFFERSON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.**

NOTE: Candidates are permitted to use quiet, hand-held, solar or battery powered calculators. 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 \$15 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: 7-7-21