



FULTON COUNTY PERSONNEL DEPARTMENT

FORT JOHNSTOWN BUILDING
1 E. MONTGOMERY STREET
JOHNSTOWN, NEW YORK 12095
Phone: (518) 736-5574 * Fax: (518) 736-1027

**announces a Civil Service examination
for the following:**

No. 62093 Open Competitive

***** DEPUTY SHERIFF *****

Fulton County Sheriff's Department

***** POLICE OFFICER *****

Cities of Johnstown and Gloversville Police Departments

**LAST FILING DATE:
OCTOBER 12, 2017**

**EXAMINATION DATE:
DECEMBER 2, 2017**

A \$17.50 PROCESSING FEE OR WAIVER OF THIS FEE MUST ACCOMPANY YOUR APPLICATION

FEE: There is a \$17.50 non-refundable examination fee. When filing an application by mail, include a cashiers check or money order, payable to the Fulton County Treasurer. **Do not send cash or a personal check.** When filing in person with cash, the exact amount must be submitted. If the fee or fee waiver documentation proof does not accompany the application, the application will be rejected and returned to the applicant. There will be NO REFUNDS to applicants who fail to appear for the exam or fail to meet the minimum qualifications required for admittance to the exam, therefore, applicants are cautioned to review this announcement carefully.

WAIVER OF EXAMINATION FEE FOR UNEMPLOYED AND FOR PUBLIC ASSISTANCE RECIPIENTS: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income 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. **All claims for application fee waiver are subject to verification.** If you can verify eligibility for application fee waiver, complete a "Request for Examination Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Last Filing Date as listed on the Examination Announcement. (The Request for Examination Application Fee Waiver and Certification form can be obtained from the Fulton County Personnel Department, Fort Johnstown Building, 1 E. Montgomery Street, Johnstown, New York 12095, telephone number 518-736-5574.)

APPLICATIONS: Applications are available at the Fulton County Personnel Department or on the Fulton County website www.fultoncountyny.gov. Examination applications must be obtained and filed with the Fulton County Personnel Department. The Department recommends that you do not wait until the last day to file your application. When received in our office after 5:00 PM, on the last filing date, the application will be rejected and returned to the applicant. The correct examination number and title must appear on the application form. EVERY question on the application should be answered and complete in all aspects. Under "Duties" you must describe the nature of the work personally performed by you, with estimated percentages of time spent on each type of work. This department does not acknowledge receipt of applications or take responsibility for non-delivery or postal delay.

Failure to notify this office of a change of address may result in disqualification for examination or certification for appointment following examination.

Any application you may have previously filed will not gain you admittance to this exam and will not be used to obtain additional information. You must refile a separate Application for Examination during the official filing period as set forth in this announcement.

DISQUALIFICATION OF EXAMINATION APPLICATIONS:

When an application for an examination is disapproved by the Director of Personnel, the candidate will be given ten (10) calendar days to appeal this determination. Your appeal must clearly demonstrate that you meet or exceed the minimum qualifications as set forth on the examination announcement. Additional information must be pertinent, detailed and accurate. Your appeal must be in writing, addressed to the Personnel Department, 1 East Montgomery Street, Johnstown NY 12095, and received in this department no later than 5:00pm of the tenth calendar day. If the tenth calendar day falls on a Saturday or Sunday, the candidate will have until 5:00pm that following Monday to submit their appeal.

LOCATION OF POSITIONS/VACANCY: Vacancies occur in the Fulton County Sheriff's Department and the Cities of Johnstown and Gloversville Police Departments.

**PLEASE POST CONSPICUOUSLY AT A HEIGHT REACHABLE BY PEOPLE IN WHEELCHAIRS
AND WITH OTHER MOBILITY IMPAIRMENTS - REMOVE AFTER LAST FILING DATE**
No. 62093 DEPUTY SHERIFF/POLICE OFFICER Page 2

THE ELIGIBLE LIST ESTABLISHED AS A RESULT OF THIS EXAM WILL BE USED TO FILL DEPUTY SHERIFF VACANCIES IN THE FULTON COUNTY SHERIFF'S DEPARTMENT AND POLICE OFFICER VACANCIES IN THE CITIES OF JOHNSTOWN AND GLOVERSVILLE POLICE DEPARTMENTS.

ELIGIBLE LIST: The eligible list will remain in existence for a period of one (1) year, unless extended by the Director of Personnel to a maximum of four (4) years. When a list has existed for more than one year, it may terminate upon the establishment of a new list. This list will be used to fill this vacancy and any other appropriate full-time or part-time competitive vacancy occurring in an agency under the jurisdiction of the Fulton County Director of Personnel, anytime during the life of the eligible list.

SPECIAL ARRANGEMENTS: May be made if you require a religious accommodation, are a disabled person, or deprived of participation on the scheduled date due to active military service. Specific information must be requested when filing your application.

APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON SAME DATE: If you have applied for any other civil service examinations 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.

If you have applied for both State and local government examinations, you must notify Fulton County of your intent to take both a State and a local government examination. When taking both a State and a local government examination you will be requirement to take all your examinations at a State examination center. You will be advised by letter when and where to report for your examination.

If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, 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 tests at one site. All examinations for positions in State government will be held at a State examination center. For this examination call (518) 736-5574 or write to the Fulton County Personnel Department, Fort Johnstown Building, 1 E. Montgomery Street, Johnstown, New York 12095.

SALARY: Deputy Sheriff (Fulton County) 2017 Annual Salary Range: \$37,830 - \$44,354
Police Officer (City of Johnstown) 2017 Starting Salary: \$20.859 Per Hour
Police Officer (City of Gloversville) 2017 Annual Starting Salary: \$43,763.20

RESIDENCY: Candidates must, at the time of examination and at least four (4) months prior thereto, be a resident of Fulton, Hamilton, Herkimer, Montgomery or Saratoga County.

Preference in appointment from open-competitive lists may be given to candidates who have been residents of the locality in which appointment is to be made for four (4) months prior to the date of the written test. For appointment in some jurisdictions you may be required to become a resident thereof in accordance with law or resolution.

TYPICAL WORK ACTIVITIES (Illustrative but not exhaustive):

DEPUTY SHERIFF:

Maintains law and order patrolling assigned areas to enforce laws, investigates crimes and arrests violators;
Drives patrol vehicle through assigned area, observing traffic violations and issuing citations;
Assumes control at traffic accidents to maintain traffic flow, assists accident victims and investigates causes of accidents;
Notifies supervisors of major accidents or crimes, contacting coroners if necessary and making preliminary investigations;
Investigates illegal or suspicious activities of persons and quells disturbances;
Locates and takes persons into custody on arrest warrants;
Maintains order in crowds, parades, fairs, funerals and other public gatherings;
Prepares a variety of records and reports associated with law enforcement work;
Attends court and presents evidence in connection with arrests made or cases investigated;
May transport or escort prisoners between courtrooms, correction facilities and medical facilities;
Answers questions for, directs and assists the public;
May serve court orders and processes, such as summonses, subpoenas and income executions;
May perform marine patrol, operating boats in navigable waters of the County.

When Assigned Investigative Work:

Interviews suspects, witnesses, and complainants in an effort to obtain relevant information relating to the investigation and offenses;
Secures evidence such as statements of witnesses, documents, records, exhibits, photographs and affidavits required for the arrest and indictment of individuals and prosecution of cases;

Evaluates information gathered and make conclusions based upon it;

Conducts field investigations of either reported or suspected violations of law;
Executes warrants as directed by the courts or other police agencies;
Arrests suspects or violators in order to halt crimes in progress, prevent personal injury and determine further criminal activity;
Investigates crimes, accidents and incidents in order to preserve and gather evidence used in criminal proceedings;
Testifies in court regarding the investigations conducted and evidence collected;
Compiles a variety of written factual reports in order to document activities and retain information useful in future and continuing investigations.

POLICE OFFICER:

Patrols an assigned area on foot, on a motorcycle or in a radio cruising car;
Checks doors and windows on 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;
Broadcasts radio messages;
Makes criminal and plain clothes investigations as assigned;
Makes regular reports of activities.

When Assigned to Investigations in the Johnstown Police Department:

Investigates and identifies juvenile and criminal activities and offenses;
Locates and obtains statements from witnesses, collects and secures evidence and apprehends juvenile and adult offenders;
Investigates reports of the most immediate and serious nature giving priority to child abuse, child neglect, sexual assault, etc;
Sets up and maintains sex offender registry files;
Acts as department liaison in reference to sex offender registry by interviewing registered sex offenders in regards to address changes and annual reporting and by responding to requests from other agencies for information on registered sex offenders;
Investigates cases involving bad checks which includes attempting to collect the funds and preparing records and reports that may need to be filed with the court if checks are not paid in full;
Researches and responds to Freedom of Information requests and requests for background checks by other agencies and businesses;
Acts as the school liaison officer and meets with school administrators on a regular basis;
Meets with Probation Officers when necessary;
Prepares a variety of records and reports that may need to be submitted to multiple agencies in a timely fashion.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM QUALIFICATIONS:

Education - By the date of examination, candidates must be a high school graduate or holder of a high school equivalency diploma issued by an education department of any of the states of the United States or holder of a comparable diploma issued by any commonwealth, territory or possession of the United States or by the Canal Zone or holder of a report from the United States Armed Forces certifying successful completion of the tests of general educational development, high school level. (Diplomas issued through a home study course and not by an appropriate educational authority are not acceptable)

SPECIAL REQUIREMENT:

Age - Candidates must be at least 19 years of age on or before June 2, 2017 to be admitted to the written test. Eligibility for appointment as a Deputy Sheriff or 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 the purpose of meeting the age requirement.

*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 Fulton County's Alternate Test Date Policy), are advised to contact Fulton County Personnel Department to discuss their request. **APPLICANTS MUST INDICATE THEIR DATE OF BIRTH UNDER QUESTION #3 ON THE APPLICATION FOR EXAMINATION.**

Citizenship - United States Citizenship is required at time of appointment. It is not necessary for admission to the examination.

Driver's License - Candidates must possess a valid New York State Operator's license at time of appointment.

Special Requirement – In order to be eligible for appointment, candidates must meet all current requirements of Section 58 of the Civil Service Law.

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

BACKGROUND INFORMATION: Each potential appointee will be the subject of a thorough investigation to help determine character and fitness, and to verify information provided by the applicant. Applicants must authorize access to educational, financial, military, employment, and criminal history records. Such records will be reviewed and evaluated and, if found to be inconsistent with the qualifications for appointment, will result in disqualification. Candidates who receive a satisfactory evaluation on the background investigation and meet all other requirements, may be considered for employment. Applicants will pay the fingerprinting fee. Section 652 of County Law 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. If appointed, eligibles will be required to pay this fee.

SUBJECTS OF 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 and medical examination. Candidates who are given a conditional offer of employment will be scheduled to take the required physical fitness test. Candidates must pass the physical fitness test in order to be scheduled for the required medical examination.

WRITTEN TEST: The written, multiple-choice test will be designed to measure knowledges, 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.

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 of 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.

CALCULATOR POLICY: The use of a calculator is **PROHIBITED** for this exam.

Devices with typewriter keyboards, "Spell Checkers", "Personal Digital Assistants", "Address Books", "Language Translators", "Dictionaries", or any similar devices are prohibited.

AT THE EXAM THE USE OF CELLULAR PHONES, BEEPERS, ETC. IS STRICTLY PROHIBITED.

QUALIFYING PHYSICAL FITNESS TEST: The three elements measured in the qualifying physical fitness test are muscular endurance, absolute strength and cardiovascular capacity. 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.

Push Up - This test measures muscular 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.

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. <http://www.criminaljustice.ny.gov/ops/docs/registry/policeapptsmed.pdf>, will take you to the NYSDCJS web site. There you can download the pdf version of the MPTC regulations. Copies of the physical fitness and medical standards are available upon request from the Fulton County Personnel Department.

QUALIFYING PHYSICAL FITNESS RETEST: Should a candidate fail to meet any one element of the physical fitness screening test, they will then be immediately scheduled to retake the test one final time. Retests will be conducted within 10 business days following the initial physical fitness test. The candidate will be retested on all of the elements of the physical fitness test and not just the element(s) which were not achieved.

If a candidate fails to meet any one element of the physical fitness screening test after being retested, their name will be restricted from further certification for appointment from that eligible list. Candidates would then have to wait to re-apply for the next announced Deputy Sheriff/Police Officer examination.

The NYS Department of Civil Service has published a test guide intended for candidate preparation use for this particular examination. This test guide contains important test-related information as well as sample test questions similar to the questions that will be used in this written test.

The NYS Department of Civil Service is making a copy of this test guide, Police Officer, Entry-Level, and other related information available on its web site at <https://www.cs.ny.gov/testing/localtestguides.cfm>. In addition, a copy of this test guide can also be obtained in the Fulton County Personnel Department at 1 East Montgomery Street, Johnstown, NY 518-736-5574 for more information on how to obtain a copy of this guide.

VETERANS' CREDITS: Veterans, Disabled Veterans, or candidates currently in the armed forces claiming the additional credit allowed veterans in competitive examination, must apply for such credit while filing their examination application or at any time between the date of the application but prior to the date of the establishment of the resulting eligible list. The time periods, for which veterans' credit is permitted, are defined in Question 12 on the examination application. To receive additional veterans' credit you must file a separate Veterans' Credit Application including acceptable supporting documentation for each examination. Veterans' Credit is added only to the score of the examination when the candidate's passing grade is 70 or higher.

CHILDREN AND SIBLINGS OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY CREDIT: In conformance with sections 85-a and 85-b of the Civil Service Law, children and siblings 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, sister or brother has served. If you are qualified to participate in this examination and are a child or sibling 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. Children and siblings of firefighters and police officers killed in the line of duty credit is added only to the score of the examination when the candidate's passing grade is 70 or higher.

RATING AND REVIEW: This written 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 and Section 7.1 of the State's Civil Service Rules and Regulations.

NOTICE TO APPEAR: Approved applicants will receive a Notice to Appear for the written examination providing the location and time. Late arrivals will not be admitted into the exam room under any circumstance. Please contact this office if you have not received a notice to appear for the written examination by November 25, 2017.

ANY LAST-MINUTE CHANGE OR CANCELLATION WILL BE BROADCAST OVER RADIO STATION WENT (AM 1340) BETWEEN 6 AND 8 AM ON THE DATE OF THE EXAMINATION.

FULTON COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, CREED, COLOR, NATIONAL ORIGIN, MARITAL STATUS, SEX, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISIONS OF SERVICES.

ISSUED: 8/21/17