



CATTARAUGUS COUNTY CIVIL SERVICE

303 Court Street * Little Valley, NY 14755 * (716) 938-2281 * FAX (716)938-2759

Julie J. Carr, Personnel Officer

DEPUTY SHERIFF LIEUTENANT-#73924

Filing Date:

Applications received by mail must be postmarked no later than **08/30/2019**.

Applications submitted electronically must be completed no later than **08/30/2019 11:59 PM**

Exam Date:

Examinations will be held on **10/19/2019 08:30 AM**

Salary:

\$32.77 - \$33.29 per hour

Vacancy: Eligible List may be used to fill vacancies which may occur within the Cattaraugus County Sheriff's Office, Little Valley, New York.

Fee Paid By Employer. Pursuant to the Collective Bargaining Agreement between the County of Cattaraugus and CSEA/AFSCME Local 1000, a \$25.00 examination-processing fee is paid on behalf of bargaining unit members participating in this examination.

Promotion Qualifications: Candidates must be permanently employed in the competitive class in the Cattaraugus County Sheriff's Office, and have one year of permanent service as a Deputy Sheriff Sergeant.

Duties: This is supervisory work involving responsibility for assisting either the Sheriff or a Captain in general, technical, or specialized law enforcement activities. General supervision is received from the County Sheriff, Road Patrol Commander, or Chief of Detectives, depending on an incumbent's assignment. Supervision is exercised over Sergeants and Deputy Sheriffs. A Deputy Sheriff Lieutenant does related work as required.

Subject of Examination: A test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. Law enforcement methods and practices - These questions test for knowledge of accepted police methods and practices, and/or their application to situations in the police field. The questions are a sampling of the various knowledge that police personnel may be required to possess in the course of their day-to-day work-related activities.

2. New York State Laws – Police - These questions test for knowledge of the laws in effect on January 1, 2019 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.

3. 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.

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. Planning, supervising and administering police programs and activities - These questions test for knowledge of the principles and practices involved in managing an organizational segment of a police department in New York State and directing the activities of subordinate staff, including subordinate supervisors. These questions cover such areas as planning, controlling, directing, organizing, and coordinating the activities of the organizational section. Questions also cover the personal interactions between an upper-level supervisor and subordinate supervisors in the accomplishment of objectives and deal with issues of work assignments, job performance, and training.

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 NYS Association of PBAs, Inc., the NYS Association of Chiefs of Police, Inc., and the NYS Sheriff's Association.

Test guide: A Guide for the Written Test for Second- and Third-Line Police Supervisors is available at the New York State website: <https://www.cs.ny.gov/testing/testguides.cfm>.

Use of calculators is **PROHIBITED** for this examination.

Seniority Points will be added to an eligible's score as follows, based on the date of permanent appointment in the classified service of Cattaraugus County:

Less than 1 year	0 points
1 year up to 6 years	1 point
6 years up to 11 years	2 points
11 years up to 16 years	3 points
16 years up to 21 years	4 points
Over 21 years	5 points

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 examination.

Applications will be accepted up to **August 30, 2019**, and may be obtained from the Cattaraugus

County Civil Service website at <https://www.cattco.org/human-resources/exam-info#application>.

Cattaraugus County – An Equal Opportunity Employer

Issued: July 31, 2019

PARTICIPATION IN MULTIPLE EXAMINATIONS: If you have applied for both State and Local government examinations, you must take all your examinations at the State examination center. You will be advised by letter when and where to report for your examinations.

If you have applied for another local government examination with **another local civil service agency**, call or write each civil service agency to make arrangements. You must notify all government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination.

SATURDAY SABBATH OBSERVERS - HANDICAPPED PERSONS: If special arrangements for testing are required, please indicate this on your application(s).

CANDIDATES PLEASE NOTE: Your application for this test is part of the examination process. Applications must be completely filled out with all pertinent information stated. The Commission does not refer to other applications on file for additional information. Applications which do not show training and/or experience to meet the minimum qualifications will be disapproved. Vagueness and ambiguity will not be resolved in your favor.

VETERANS: Disabled and non-disabled war veterans who are eligible for additional credits must submit an application for veterans' credits. Candidates who wish to claim veterans' credits on an examination should request an application and information sheet from the Cattaraugus County Civil Service Commission. Veterans' application forms will also be available upon request at the examination center. The completed forms must be received before the eligible list for the examination is established in order to utilize additional credits.

Effective January 1, 2014, War-time Veterans who previously used non-disabled veterans credits for appointment or promotion and are subsequently certified by the Veteran's Administration as a disabled veteran may again be eligible for additional exam credits. To apply for subsequent disabled veteran credits, complete the Veteran Credit application and check the applicable box, additionally you are required to follow the directions below regarding Disabled Veterans credits.

Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. *No credit may be granted after the establishment of the list* . It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

In conformance with Section 85-a of the Civil Service Law, children 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 has served. If you are qualified to participate in this examination and are a child 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.