

PLEASE POST CONSPICUOUSLY

Wyoming County is now requiring a fee for examination, please note applicable section.

WYOMING COUNTY CIVIL SERVICE  
PERSONNEL OFFICE  
EXAMINATION ANNOUNCEMENT

Police Sergeant

EXAM #73100 PROM

SALARY: Varies within Villages.

EXAMINATION TO BE HELD:

June 1, 2019

APPLICATIONS ACCEPTED TO:

May 1, 2019 by 4:00 pm in our office or postmarked by 5/1/19.

ISSUED: April 16, 2019

LOCATION OF POSITION: The resulting eligible list for this examination will be used to fill vacancies as they occur in Wyoming County Villages.

CERTIFICATION: For villages, eligible must be employed in the jurisdiction where such vacancy exists to be certified from this eligible list.

PROMOTIONAL REQUIREMENT: Candidates must have served continuously on a permanent basis under the jurisdiction of the Wyoming County Civil Service Office for at least twenty-four (24) months preceding the date of the written exam in the competitive position of Police Officer and at a salary level below that of Police Sergeant.

**SENIORITY** is based on the length of continuous permanent classified service in the jurisdiction in which promotion is sought with points added to an eligible's passing score for each appropriate 5 year period or fraction thereof in accordance with the following schedule:

Less than 1 year.....	0 point
1 year up to 6 years.....	1 point
Over 6 years up to 11 years.....	2 points
Over 11 years up to 16 years.....	3 points
Over 16 years up to 21 years.....	4 points
Over 21 years up to 26 years.....	5 points

DUTIES: An employee in this class is responsible for the police work of subordinates or for specialized duties which he personally performs. Supervision is exercised over the police officers through inspections and the assignment of duties in accordance with general instructions received from a superior officer.

Subjects of examination: A written 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 knowledges that police personnel may be required to possess in the course of their day-to-day work-related activities.

2. New York State Laws

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. Supervision**

These questions test for knowledge of the principles and practices employed in planning, organizing and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale and discipline.

**4. Understanding and interpreting written material**

These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions only on what is presented in the passages and not on what you may happen to know about the topic.

**5. 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 for the sentences.

**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. This committee was selected with the assistance and endorsement of the Police Conference of New York, Inc., the New York State Association of Police Benevolent Associations, Inc., and the New York State Association of Chiefs of Police, Inc.

**USE OF CALCULATORS IS PROHIBITED FOR THIS EXAMINATION.**

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 a copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere in this announcement.

**SABBATH OBSERVERS/DISABLED CANDIDATES/MILITARY MEMBERS:** If special arrangements for testing are required, indicate this on your application. Any member of the Armed Forces of the United States of America, who having duly filed an application to compete in a scheduled competitive examination for Civil Service employment by the State of New York or any of its subdivisions and who due to active military duty is deprived of the opportunity to compete in such examination shall be provided with an opportunity to compete, under terms and conditions deemed appropriate by the State Department of Civil Service or Municipal Commission, by way of a special military make-up examination.

This examination will be prepared and rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with the preparation and rating of examinations will apply to this examination.

Current members of the Armed Forces may apply for Veteran's credits by filing an Application for Veteran's Credits (Form VC-1). Proof of military status must also be presented and verified in order for consideration of granting of conditional Veterans credit. Acceptable proof may include a military I.D. card, military orders, or others official military document that substantiates active military service at time of exam. This documentation and VC-1 Form must be received prior to the establishment of the Eligible List for this examination. The conditional status of the additional credits will remain until proof is provided indicating that the service was in time of war and that the veteran received an honorable discharge, or was released under honorable circumstances.

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

APPLICATION FORMS MAY BE OBTAINED AT THE  
WYOMING COUNTY HUMAN RESOURCE OFFICE  
338 N. Main Street, Thomson Hall  
Warsaw, New York 14569  
Telephone: 786-8830  
Hours: Monday through Friday 8:00 a.m. – 4:00 p.m.  
WYOMING COUNTY -- AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER  
**OR DOWNLOAD AN APPLICATION AT [www.wyomingco.net](http://www.wyomingco.net)** click on the civil service link)

APPLICATION FEE POLICY

APPLICATION FEE:

You need to file a \$25.00 processing fee for **EACH** exam you are applying for. The required fee **MUST** accompany your application.

- Send check or money order payable to the "Wyoming County Department of Civil Service."
- Write the examination number on the check or money order.
- **DO NOT SEND CASH!!**

As **NO** refunds will be made if you fail to appear for the scheduled exam or if your application is disapproved, be sure to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified. Assistance in determining whether or not you meet the minimum qualifications can be obtained from our office and is yours for the asking.

**APPLICATION FEE WAIVER:** 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 Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement.**

The Application Fee Waiver is available on line at [www.wyomingco.net](http://www.wyomingco.net) (click on Civil Service) or in our office.

GENERAL INSTRUCTIONS:

1. Falsification of any part of the "Application for Employment" will result in disqualification.
2. Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved. All necessary licenses, diplomas, and transcripts must be attached to the application when required in the "Minimum Requirements" as listed on the exam announcement.
3. Appointments from an eligible list must be made from the top three (3) candidates willing to accept appointment. The duration of an eligible list may be fixed for a minimum period of one (1) year and a maximum period of four (4) years.
4. It is the responsibility of the candidate to notify the Wyoming County Civil Service Office of any change of name and/or address. **NO** attempt will be made to locate candidates who have moved.

TIME AND PLACE OF EXAMINATION: Approved candidates will be notified by mail regarding the time and place of the examination. If notice of approval or disapproval is not received at least seven (7) days prior to the exam, please call the Wyoming County Civil Service Office at (585) 786-8830.

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 for employment with New York State or any other local government jurisdiction, 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 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 other local government examinations, call or write to each Civil Service Agency to make arrangements. You must make your request for these arrangements no later than two weeks before the date of the examinations. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination(s). For this examination call 786-8830 or write to Wyoming County Civil Service, Warsaw, NY 14569.

NOTE: APPLICANTS WHO LACK THIRTY DAYS, OR LESS, OF MEETING THE MINIMUM QUALIFICATIONS BY THE DATE OF THE EXAMINATION WILL BE ADMITTED CONDITIONALLY TO THE EXAMINATION. HOWEVER, PROOF OF THE ADDITIONAL DAYS' QUALIFICATIONS MUST BE SUBMITTED PRIOR TO THE ESTABLISHMENT OF THE ELIGIBLE LIST.

IF THE MINIMUM QUALIFICATIONS REQUIRE A DEGREE AND/OR LICENSURE/CERTIFICATION THE FOLLOWING STATEMENTS SHALL PERTAIN TO THIS EXAM ANNOUNCEMENT: If you expect to complete the educational requirement within 6 months, you can be admitted to this examination. If successful on the examination, you will not be certified for appointment until you have submitted proof of completion of the requirements to the Wyoming County Civil Service Office. Proof must be submitted within 2 months, following award of degree; failure to do so will result in removal of your name from the eligible list.

Licensure/Certification: If you are eligible for the required licensure/certification you can be admitted to this examination. If successful on the examination, you will not be certified for permanent appointment until you have submitted proof of possession of the required licensure/certificate to the Wyoming County Civil Service Office.

PROCEDURE FOR REQUESTING ALTERNATE TEST DATE:

1. For situations known prior to when the examination is scheduled for administration, the candidate should get from this office a Request for Alternate Test Date Form as soon as possible before the test date.
2. For emergency situations, you must notify this office no later than Tuesday following the SATURDAY scheduled test date.
3. We **cannot** administer any written test **prior** to the **scheduled date**.