

ALLEGANY COUNTY DEPARTMENT OF  
**HUMAN RESOURCES/CIVIL SERVICE**

7 Court Street, Room 216  
Belmont, New York 14813  
Telephone: 585-268-9212 Fax: 585-268-9742

**A NON-REFUNDABLE APPLICATION FEE OF \$25.00  
MUST ACCOMPANY YOUR APPLICATION FOR EACH EXAMINATION**

**EXAMINATION TITLE:** Deputy Sheriff  
**PROMOTIONAL**

**NUMBER:** 76865  
**SALARY:** \$23.5721 ~ \$28.9907/Hr.

**EXAMINATION DATE:** September 17, 2022\*

Applications must be received in this office by **4:00 PM** July 29, 2022 or be postmarked with that date.

\*Please contact this office if you do not receive your admission notice within three days of the examination date.

**Vacancies:** The eligible list resulting from this exam will be used to fill vacancies and all future vacancies as they occur in the Allegany County Sheriffs Office.

An official application form must be filed for each examination. You are responsible for completing all sections of the application. Exam number and title must be recorded on the application. **INCOMPLETE APPLICATIONS MAY BE DISAPPROVED.** For further information/application forms, contact the Allegany County Civil Service Department, 7 Court Street, County Office Building, Belmont, NY 14813-1081 – Phone 585/268-9212.

**APPLICATION FEE:** In accordance with Civil Service Law Section 50, this Civil Service Department will be collecting a fee of \$25.00 from examination applicants for each separate examination for which they apply. The **\$25.00** fee applies to this examination. The required \$25.00 fee must accompany your application and must be in the form of either a money order payable to the Allegany County Treasurer or cash (exact amount only please, we cannot make change). **PERSONAL CHECKS ARE NOT ACCEPTED.** As no refund will be made, you are urged to compare your qualifications carefully with the specified minimum qualifications and file for the exam only if you are clearly qualified.

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**ATTENTION CROSS-FILERS:**  
**ADDITIONAL REQUIREMENT:**

-If you have applied for **both State and Local** government examinations, you must take your examinations at the State examination center. You are required to notify the Allegany County Civil Service Office no later than **two weeks before** the test date by submitting a Cross Filing Form. You will be advised by letter when and where to report for your examinations.

-If you have applied for **other Local** government exams, you may select which location to appear for the exams. You are required to notify the Allegany County Civil Service Office no later than **two weeks before** the test date by submitting a Cross Filing Form. You must also 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 exams.

The Cross Filing Form may be found on our website at: <http://www.alleganyco.gov>, click on Human Resources/Civil Service at the website.

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**MINIMUM QUALIFICATIONS FOR:**

~~**PROMOTIONAL:** Currently serving as a full-time Correction Officer with the Allegany County Sheriff's Office, with at least one year of experience as such.~~

**AMENDED PROMOTIONAL QUALIFICATIONS:**

**PROMOTIONAL:** Currently serving as a permanent competitive class Correction Officer with the Allegany County Sheriff's Office.

**Special Requirements:**

Possession of an appropriate level New York State driver license. In order to be eligible for appointment, candidate must meet all current requirements of Section 58 of the Civil Service Law\*.

Candidate must also pass a physical fitness screening test prior to appointment. Candidate who fails a portion of the physical fitness screening test will be retested in accordance to the Civil Service retest policy.

\*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 this agency's alternate test date policy) are advised to contact Allegany County Civil Service Department to discuss the request.

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

**PSYCHOLOGICAL EVALUATION:**

As stated in Section 58 of the Civil Service Law, you will be required to participate in a psychological evaluation to determine your fitness to perform the essential duties of the position prior to appointment. Failure to meet the standards may result in your offer of employment being rescinded or in your disqualification. An eligible will be called for a psychological assessment as needed to fill existing and anticipated vacancies.

**INVESTIGATIVE SCREENING:**

As stated in Section 58 of the Civil Service Law, there will be a background investigation conducted in accordance with the standards of the municipal police training council (MPTC). Derogatory information will be evaluated and may result in disqualification. All convictions must be reported. Conviction of a felony or misdemeanor, or any falsified or omitted information, may bar appointment or result in removal after appointment, depending upon the relationship of the violation or omission to the duties of the position.

**DUTIES:**

The work involves responsibility for the protection of lives and property and the enforcement of laws and ordinances within the County. On an assigned shift, an incumbent assists in the investigation of offenses and the apprehension of violators, conducting routine patrol operations in accordance with standard departmental operating procedures. An incumbent may also be assigned inmate supervision in the jail facility, the grounds or in transporting procedures. The work is performed under the general supervision of a higher ranking officer who gives specific instructions and assistance when special problems arise. The incumbent does related work as required.

**SUBJECT OF EXAMINATION:****Situational Judgment:**

These questions test for the ability to identify appropriate and effective responses to work-related challenges. You will be presented with scenarios that reflect the types of challenges one could encounter in a work environment. Each scenario will be followed by several responses to the scenario. You must rate the effectiveness of each response.

**Language Fluency:**

These questions test for the ability to read, understand, and present a clear and accurate summary of information. For some questions, you will be given a brief reading passage followed by four statements, each summarizing the information. You must then choose the best version. For other questions, you will be given several sentences, one of which contains a spelling, grammatical, or punctuation error. You must then select the line that contains the error.

**Information Ordering and Language Sequencing:**

These questions test for the ability to properly identify the sequence or order of events, or to organize information to fit a timeline. You will be given a brief reading passage followed by one or more questions. You must identify the proper sequence of events in order to answer one or more questions.

**Problem Sensitivity and Reasoning:**

These questions test for the ability to apply information and to identify a problem or potential problem. For some questions, you will be given information in the form of policies, rules, regulations, or laws, which will be followed by a situation. You must then identify the problem and apply the information to select the best course of action to take. For other questions, you will be given a scenario and mock witness statements. You must use this information to answer one or more questions about the scenario.

**Selective Attention:**

These questions test for the ability to focus on completing a task and to pay attention to important details while performing repetitive and monotonous tasks. You will be presented with a series of letters, symbols, and/or numbers. You must select the choice that contains the series of letters, symbols, and/or number that matches exactly.

**Visualization:**

These questions test for the ability to imagine how something will look when it is moved around or when its parts are changed, moved, or rearranged. You will be presented with an image of a face followed by four images of faces. Each face is disguised or altered in some way. Three of the images have a difference in facial structure or facial features. You must select the choice that contains the image with the identical facial structure and facial features.

**Spatial Orientation:**

These questions test for the ability to understand how to navigate within spaces or how to get from one point to another. You will be provided with a map followed by one or more questions. You must imagine yourself at a certain location and orient yourself to the direction in which you would move to get to another location by the shortest (least distance) route.

**Test guide:**

A Guide for the Written Test for **Entry-Level Law Enforcement** 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.

**Religious Observers – Disabled Persons:** If special arrangements for testing are required, please indicate this on your application form.

**VETERANS OR DISABLED VETERANS** desiring to claim additional credit may make application for such additional credit on their application for examination or at any time between the date of the application and the date of the establishment of the resulting eligible list. Veterans credit is added only to the score of the exam when the passing grade of 70 or higher is attained by the candidate.

**ADDITIONAL EXAMINATION CREDIT TO CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY** - 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.

**SENIORITY CREDITS:** Points will be added to an eligible score as follows:

Seniority\* - - - - - for each year - 0.2 credits.

\*Rating of seniority is based on the length of continuous competitive class service up to a maximum of 20 years.

Use of a calculator is **PROHIBITED**.

This written exam is being prepared and rated by the NYS Dept. of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the NYS Civil Service Rules and Regulations dealing with the rating of exams will apply to this examination.

**ISSUED:** 06/14/2022

**AMENDED:** 06/17/2022

**ALLEGANY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

This announcement is also available on the Internet at: <http://www.alleganyco.gov>, click on Human Resources/Civil Service at the website.