Open Competitive Exam Announcement
Please Post Conspicuously
Revised

OC-65894 Deputy Sheriff - Civil

Application Fee: $25.00
Examination Date: October 14, 2017
Application Deadline: August 15, 2017 – Applications must be submitted online or filed in our office by 5PM or postmarked by this date.
Who May Apply: Qualified applicants
Salary: $36,753 - $62,263 annually (Monroe County)
Employment Opportunities: The results of this exam may be used to fill vacancies, which may occur during the life of the eligible list.

Minimum Qualifications:
Candidates must meet the following minimum requirements on or before the date of the written exam:
Graduation from high school or possession of an equivalency diploma.

Special Requirements:
Driver’s license: Possession of a valid New York State Class “D” driver’s license at the time of appointment.

Examination Residency Requirement:
There is no residency requirement to participate in this examination.

Additional Information:
1. Physical/Medical: Applicants must meet the physical and medical standards established by the Monroe County Civil Service Commission. Drug testing is included in the medical examination.
2. Background Investigation and Additional Screening: Applicants will be subject to an extensive background investigation. Applicants may be required to authorize access to educational, financial, employment, criminal history, mental health records and/or other records. At the discretion of the employing law enforcement agency candidates may be subject to additional screenings as a term and condition of employment, including but not limited to, fingerprinting and psychological testing. The psychological examination will consist of both a written evaluation and oral evaluation. Applicants may be required to take a polygraph examination prior to appointment.
3. Residency: Applicants must be Monroe County residents at the time of appointment.
4. Citizenship: Must be a United States citizen at time of appointment.
5. Felony Conviction: Conviction of a felony will bar appointment. Conviction of a misdemeanor or other offense is subject to evaluation and may bar appointment.
6. Training Requirements: Individuals must satisfactorily complete the Basic Course for Police Officers as prescribed by the Municipal Police Training Council and required by Section 209-q of General Municipal Law during the probationary period or otherwise be removed from the position.
Deputy Sheriff - Civil, OC-65894

Fees:
A **$25.00 non-refundable** Application Fee for each examination for which you apply is to be paid with your application, unless the fee is waived for that examination.

Make check or money order payable to: Monroe County Director of Finance
Write the LAST FOUR DIGITS of your SOCIAL SECURITY NUMBER AND EXAM NUMBER(S) ON YOUR CHECK OR MONEY ORDER.

Be sure to compare your qualifications carefully with the requirements listed and file only for those examinations for which you clearly qualify and intend to take. We cannot prescreen applications submitted without the fee. No refunds will be made if your application is disapproved or you fail to appear for the test. There is a $15.00 charge for returned checks. We do not accept cash.

**Exception to Fee Requirement:**
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. Employees of Monroe County who are represented by the Federation of Social Workers, Local 381, are eligible for this waiver for all exams if they are in salary group 52 and below; employees in a salary group above 52 are eligible for the fee waiver, if the examination is for a title in their career field. Employees of Monroe County who are represented by C.S.E.A., Local 828, are eligible for this waiver, if they are in salary group 10 or below. The fee is waived for all Monroe County employees taking promotional exams. Individuals wishing to claim this waiver of fee must complete a request for application fee waiver and certification request located on the last page of the application. Such claims are subject to later verification and, if not supported by appropriate documentation are grounds for barring appointment.

**Description of Duties:**
This is a civil law enforcement position in the Monroe County Sheriff’s Office responsible for serving various summonses and complaints and carrying out court ordered civil actions including, but not limited to, enforcing seizures, making civil arrests, evictions, observing clients to ensure compliance with court orders, pursuing offenders, and restraining and searching suspects. Deputies are armed during the performance of duties. Deputies report directly to, and work under the general supervision of a Deputy Sheriff-Civil Sergeant or the Civil Bureau Chief.

**Scope 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 used by the Municipal Police Training Council. Candidates passing the written portion of the examination will have their names placed on the eligible list but will be required to pass a qualifying physical-agility test before they can be certified for permanent appointment. These tests will be given as the needs of the service require. Candidates who pass the qualifying physical fitness test may be selected by a law enforcement agency to undergo further processing to determine if they qualify for appointment. This processing includes a medical exam, background investigations and psychological evaluation.

1. Applying written information (laws, rules, regulations, procedures, etc.) in civil law enforcement and court-related situations

These questions test how well you can apply written information, in the form of rules, to given situations similar to those typically encountered by civil law enforcement employees, court attendants, and court security officers. All information needed to answer the questions is contained in the rules, regulations, etc., which are cited.

2. 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.

3. Preparing written material

These questions test 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
4. Public contact principles and practices

These questions test for knowledge of techniques used to interact with other people, to gather and present information, and to provide assistance, advice, and effective customer service in a courteous and professional manner. Questions will cover such topics as understanding and responding to people with diverse needs, perspectives, personalities, and levels of familiarity with agency operations, as well as acting in a way that both serves the public and reflects well on your agency.

Calculators and Reference Materials:
Most civil service written tests do not require the use of a calculator or slide rule. However, the use of calculators is RECOMMENDED for this exam. Candidates have the option of bringing a hand-held, quiet, battery or solar-powered arithmetic calculator or a slide rule to the test room. Candidates will not be permitted to use calculators containing spell check, dictionary, language translator, address or telephone book, personal digital assistants, or typewriter keyboard features, or any similar devices. You may not bring books or other reference materials.

A “Guide to Taking the Written Test for the Local Civil Deputy Series” is available in the Monroe County Civil Service Office in Room 210, County Office Building, 39 West Main Street, Rochester, NY 14614. The guide is also available on the Monroe County Web Site listed at the bottom of this page. This guide contains sample test questions similar to the questions that will be used in this written test. If you would like one mailed to your home address, please send a self-addressed stamped envelope to the above address.

This written examination is being 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, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

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, pectoralis 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 Monroe County Civil Service Commission uses the physical fitness-screening test adopted by the Municipal Police Training Council which is 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. Failure on a part of the qualifying test will remove your name from further consideration for appointment.

BASIC CIVIL SERVICE INFORMATION

Applications:
If you are applying for more than one exam, a separate application is required for each exam. Applications may be obtained at the address or web-site indicated at the bottom of the first page of this announcement.

Candidates must record the Exam Number and Title on the Application.

Note:
Submission of a resume does not relieve you of the responsibility for completing all sections of the official application. The resume is a supplement to the application, and not a substitute for it. To receive credit for a job, basic employment information such as address, name and title of supervisor, average number of hours in the workweek, final salary, reason for leaving, specific job duties, your job title, etc. must be shown.
Certifications and Appointments:
The eligible list resulting from this examination will be established in accordance with the final earned numerical rating of passing candidates regardless of residence. A municipality or district may exercise its right under Section 23 of the Civil Service Law to request an initial certification of eligibles who have been residents of that municipality or district for at least one (1) month on the date of certification and who are also legal residents of the appointing jurisdiction at the time of appointment, in accordance with their numerical rating. After the names of residents have been exhausted the Commission must then certify in regular rank order the names of non-residents on the list.

Background Investigation:
Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

Special Requirement for Appointment in School Districts and BOCES:
Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

Veteran's Credits:
Veterans entitled to and wishing to claim additional points must file in the Monroe County Department of Human Resources an Application for Veteran's Credits (VC-1) form, and a copy of their military discharge papers (DD-214). Disabled veterans must also file two (2) copies of an Authorization for Veteran's Disability Record (VC-4) with Veterans Affairs. These forms are available at the Monroe County Department of Human Resources and must be filed within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

Candidates currently on active duty may apply within thirty (30) days of the examination. Upon discharge, candidates must submit a copy of their military discharge papers (DD-214). Any extra points will be applied upon our receipt of the discharge papers.

Active Military Members:
Special testing arrangements may be available to applicants who are active military members. For further information contact the Monroe County Department of Human Resources before submitting an application.

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 must provide the necessary documentation to verify additional credit eligibility within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

Special Arrangements for Examination:
If you need an alternate test date because you are a Religious Observer (for religious reasons, cannot be tested on date of examination(s)), if you have a disability that requires special accommodations for you to participate in an examination, or if you require any other kind of special accommodations, you must notify us at the address or telephone numbers listed on the front page of this announcement by the application deadline. Indicate your request on the front of your application for each exam, and under separate cover submit a statement outlining the reason for your request, the exam number(s) and title(s), and attach supporting documentation.

Multiple Exam Takers:
Persons also applying for examinations offered by the City of Rochester and/or New York State Civil Service Commission held on the same date must complete a crossfiler form, available from the Monroe County Department of Human Resources, which will provide for special arrangements. Arrangements must be made to take ALL examinations at ONE test site. Unless this form is filed with the Monroe County Department of Human Resources three (3) weeks prior to the exam date, we cannot ensure that such arrangements will be made. **If you are taking multiple exams on the same date with Monroe County Civil Service Commission only, you do not have to file a cross-filer form.**

Candidates taking more than one (1) exam in different exam series will be allowed the specified length of time for each exam, up to a maximum of eight (8) hours. Example: If you are taking one (1) exam which allows six (6) hours and another exam in a different series which allows four (4) hours, you must complete both tests in eight (8) hours, but you can spend no more time on each exam than the time allotted for that exam.

Candidates taking more than one (1) exam in the same exam series will be allowed up to the specified length of time for each exam. Example: If you are taking two (2) exams in the same series with a maximum time of five (5) hours for each exam, you can spend no more than five (5) hours to complete both exams.

Admission to Examination:
All applications will be reviewed after the “Closing Date for Filing” listed on the front page of this announcement. If there is a problem with your application, you will be notified in writing and given an opportunity to submit additional information to support your application. If there are no problems with your application, you will be sent an admission notice approximately one week before the exam date. If you have not
received your admission notice to appear for the examination **three days** before the date of the exam, call the Monroe County Department of Human Resources at (585) 753-1700.

**Issue Date:** July 26, 2017  
**Revised Date:** July 27, 2017