

# ALBANY COUNTY DEPARTMENT OF CIVIL SERVICE

112 STATE STREET, ROOM 900

ALBANY, NEW YORK 12207

CIVIL SERVICE PORTAL: <https://albany-portal.mycivilservice.com/>

EMAIL: [csinfo@albanycounty.gov](mailto:csinfo@albanycounty.gov)

Issued: January 10, 2025

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ANNOUNCES AN OPEN-COMPETITIVE EXAMINATION FOR

## POLICE OFFICER – DEPUTY SHERIFF

Exam # 60022770

**TO APPLY FOR THIS EXAM YOU MUST USE OUR ONLINE CIVIL SERVICE PORTAL (SEE ADDRESS ABOVE). THE EMAIL ADDRESS ASSOCIATED WITH YOUR PORTAL ACCOUNT WILL BE USED FOR ALL CIVIL SERVICE CORRESPONDENCE INCLUDING APPEARANCE NOTICES, DISQUALIFICATION, RESULTS, CANVASSING, ETC. BE SURE TO CHECK BOTH YOUR INBOX AND SPAM/CLUTTER FOLDER FOR ALL CORRESPONDENCE. WE NO LONGER SEND PAPER APPEARANCE LETTERS.**

**FILING FEE: \$20.00 non-refundable** filing fee for each application submitted. Submit application and credit card payment online via the Civil Service Portal at the web address above. If submitting a paper application, make check/money order payable to the Albany County Director of Finance. Include exam number on your check. Cash will be accepted if applying in person. **A maximum of two (2) application filing fees per calendar year will be waived for current legal residents of Albany County and/or current employees of a department of Albany County Government and/or a military veteran or an active-duty service member.** (Employees of NYS Government, school districts, towns, villages and libraries are not eligible for the employee waiver but may be eligible for the resident waiver.) Submission of a filing fee, even if you are eligible for a waiver, shall constitute relinquishment of the waiver and payment will be deposited. You may use any remaining waivers within the calendar year. The filing fee is waived for those receiving public assistance or unemployment benefits and the application must be accompanied by a completed Fee Waiver Request Form (ACS-04).

**TO BE HELD:**

Exam will be held on **Saturday, May 3, 2025**. Applicants will be emailed notification of time and exam site on **Tuesday, April 22, 2025**. Be sure to check both your inbox and spam/clutter folder on that date for an email containing a link to your appearance letter.

**LAST FILING DATE:**

Application must be completed and submitted before **11:59pm on Wednesday, April 2, 2025**.

**VACANCIES:**

List will be used to fill future vacancies as they occur in the towns and villages covered by Albany County Civil Service and the Albany County Sheriff's Department.

**SALARY:**

**Varies by location.**

**RESIDENCY REQUIREMENT:** None to sit for the exam. Pursuant to NYS Civil Service Law Sec. 23.4-a, preference in appointment may be given to those eligibles who are legal residents of Albany County. Must be a New York State resident at time of appointment.

**DUTIES OF POSITION:** These duties involve a variety of law enforcement responsibilities, which includes criminal, civil process, and court services. Ordinarily, the incumbent works under the supervision of a higher-ranking officer. However, there is considerable independent responsibility for exercise of sound judgment in emergencies. Does related work as required.

**MINIMUM QUALIFICATIONS:** Candidates must meet the following requirements on or before the last date for filing:

Graduation from high school or possession of a high school equivalency diploma.

**SPECIAL REQUIREMENTS:**

- Eligibility for an appropriate New York State Driver's License. Possession of license at time of appointment. Incumbent must maintain license to maintain employment. Candidate must be eligible to carry a firearm at time of appointment and throughout employment. Candidates must meet all requirements set forth in New York State Civil Service Law § 58.
- AGE: Candidates must be at least **19 years and six months old** on or before May 3, 2025 to be admitted to the written test. Pursuant to New York State Civil Service Law Section 58.1 (a), applicants for examination may be no "more than 35 years of age as of the date when the applicant takes the written examination, provided, however, that time spent on military duty or terminal leave, not exceeding a total of 7 years, shall be subtracted from the age of any applicant who has passed his 35th birthday as provided in subdivision 10-a of section 243 of the military law."
- Pursuant to New York State Civil Service Law Section 58.1 (a), candidates are eligible for appointment upon reaching their 20<sup>th</sup> birthday.
- Candidates who may be impacted by the maximum age requirement and who are requesting an alternate test date are advised to contact the Albany County Department of Civil Service to discuss their request.
- CITIZENSHIP: United States citizenship is required at time of appointment. It is not necessary for admission to the examination.
- BACKGROUND INVESTIGATION: Applicants may be subject to a pre-employment background investigation and a criminal record search **TO BE CONDUCTED BY THE SHERIFF**. Conviction of a felony will bar appointment. Conviction of a misdemeanor or other violation of law may bar appointment. A person adjudicated a youthful offender may be disqualified from appointment. Because of the nature of this position, successful candidates will undergo a thorough investigative screening to determine suitability for appointment as a Deputy Sheriff.

**SCOPE OF EXAMINATION:** There will be a written test which you must pass in order to be considered for appointment. It will evaluate knowledge, skills, and/or abilities in such areas as:

**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.

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

♦ The use of calculators is **PROHIBITED** for this exam.

**CANDIDATES MUST PASS THE WRITTEN TEST IN ORDER TO BE SCHEDULED FOR THE QUALIFYING PHYSICAL FITNESS TEST**

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**QUALIFYING PHYSICAL FITNESS TEST:** (As mandated by the New York State Municipal Police Training Council)

**Test Components/Stations:**

Candidates will go from Stations I through III in order. Each Station is pass/fail. Candidates must pass each Station in order to proceed to the next Station. Candidates will be allowed up to three minutes rest between stations. Once a station is started, it must be completed according to protocol. See the chart below:

**Station I** **Sit-up** - Candidate lays flat on the back, knees bent, heels flat on the floor, fingers interlaced behind the head. Monitor holds the feet down firmly. In the up position, candidate should touch elbows to knees and return with shoulder blades touching floor. To pass this component, candidate must complete the requisite number of correct sit-ups in one minute.

**Station II** **Push-Up** - This test measures muscular endurance of the upper body (anterior deltoid, pectorals major, triceps). The hands are placed slightly wider than shoulder width apart, with fingers pointing forward. The monitor places one fist on the floor below the candidate's chest. If a male monitor is testing a female, a 3-inch sponge should be placed under the sternum to substitute for the fist. Starting from the up position (**elbows extended**), the candidate must keep the back straight at all times and lower the body to the floor until the chest touches the monitor's fist. The candidate then returns to the up position. **This is one repetition.**

The candidate's score will consist of the number of correct repetitions performed **without break** (i.e. failing to extend the elbows, one or both knees touching the floor, hitting the floor, remaining on the floor, stopping).

**Station III** **1.5 Mile Run** - Candidate must be successful on Stations I and II in order to participate in Station III. It will be administered over a course of 1.5 miles. Candidate will be informed of his/her lap time during the test.

**SCORING CHART**

<u>AGE/SEX</u>	<u>SIT-UP</u>	<u>PUSH-UP</u>	<u>1.5 MILE RUN</u>
<b>MALE</b>			
20-29	38	29	12:38
30-39	35	24	12:58
40-49	29	18	13:50
<b>FEMALE</b>			
20-29	32	15	14:50
30-39	25	11	15:43
40-49	20	9	16:31

Copies of the physical fitness and medical standards are available at the New York State DCJS/MPTC website: [http://criminaljustice.state.ny.us/legalservices/mptc\\_regs.htm](http://criminaljustice.state.ny.us/legalservices/mptc_regs.htm) - or upon request from the Albany County Department of Civil Service.

**PHYSICAL FITNESS RETEST POLICY:** Candidates who do not pass the fitness test may be provided with an opportunity to retest at a later date.

**PLEASE READ THE FOLLOWING PAGE(S) FOR ADDITIONAL IMPORTANT INSTRUCTIONS**

## GENERAL INSTRUCTIONS TO APPLICANTS

### **Application Filing Fee Waiver for County Residents, County Employees and/or Military Veterans/Active-Duty Service Members**

A maximum of two (2) application filing fees per calendar year will be waived for current legal residents of Albany County and/or current employees of Albany County government and/or a military veteran or an active-duty service member. Submission of a filing fee, even if you are eligible for a waiver, shall constitute relinquishment of the waiver and payment will be deposited. You may use any remaining waivers within the calendar year. If you have any questions regarding this policy, please email [csinfo@albanycounty.com](mailto:csinfo@albanycounty.com).

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**APPLICATION PROCESS/FORMS:** Submit application and credit card payment (if required – see above) online via the Civil Service Portal: <https://albany-portal.mycivilservice.com/>. If you do not have access to a computer, you can visit our office at:

**ALBANY COUNTY DEPARTMENT OF CIVIL SERVICE, 112 STATE STREET, ROOM 900, ALBANY, NY 12207**

*Cash, check or money order will be accepted if applying in person.*

The applicant should be certain that all required sections of the application are completed or disqualification may result. **Education and work experience should be documented on the application regardless if the candidate has elected to attach a résumé.** All statements made by candidates in their applications are subject to verification.

**TRANSCRIPTS:** If a college transcript is required per the announcement, copies of the original are acceptable and should be submitted with the application or as soon as possible after applying. See our transcript policy at: [www.albanycounty.com/civilservice](http://www.albanycounty.com/civilservice)

**EXPERIENCE RATING SCALE:** Experience will be rated as follows: 1-10 hours worked per week = ¼ time; 11-20 hours worked per week = ½ time; 21-30 hours worked per week = ¾ time; 31-40 hours worked per week = full time.

**LAST FILING DATE:** It is the applicant's responsibility to ensure that the application is completed and submitted before 11:59pm on the specified last filing date.

#### **VETERANS' CREDITS:**

- Disabled and non-disabled veterans who establish eligibility for additional credits and are successful in the examination are entitled to have 10 and 5 points, respectively, (5 and 2.5 points in the case of promotional examinations) added to their earned scores, and provided they have not previously used such credits to obtain permanent appointment or promotion. Veterans may determine to waive the use of their credits at any time up to the time of permanent appointment or promotion.
- Veterans who are eligible for additional credit must submit a copy of their separation papers (DD-214) within two (2) months of the last filing date for the examination. Veterans' credits can only be added to a passing score on the examination. Veterans' credits will not be applied for candidates whose scores make them immediately reachable at the time of list establishment.
- 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 veterans' credits 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.**
- Effective January 1, 2014, the State Constitution was amended to permit disabled veterans to use additional credits on civil service examinations to obtain a second appointment or promotion.
  - If a veteran previously received five (non-disabled) points on an open-competitive examination and subsequently became certified as disabled, he or she would be entitled to receive another five (disabled) points on a subsequent examination whether an open-competitive or a promotion examination.
  - If a veteran previously received two and one-half (non-disabled) points on a promotion examination and subsequently became certified as disabled, he or she would be entitled to receive another seven and one-half (disabled) points on a subsequent examination whether an open-competitive or a promotion examination.

**ADDITIONAL CREDITS FOR 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 (10) 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 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.

**ALTERNATE TEST DATE POLICY:** This policy and the required application can be found on our website: [www.albanycounty.com/civilservice](http://www.albanycounty.com/civilservice). The policy clearly states the specific circumstances whereby a candidate may be eligible for an alternate test date. The candidate will be contacted by email or phone to make arrangements. Be aware that alternate test dates are during our normal business hours.

**SABBATH OBSERVERS/DISABLED CANDIDATES/MILITARY MEMBERS:** Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and disabled candidates who require special accommodations to take the test should indicate the need for special arrangements when applying. Candidates who are called to military service after filing an application should contact Albany County Civil Service as soon as possible at [csinfo@albanycounty.com](mailto:csinfo@albanycounty.com) or (518) 447-7770.

**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. Eligible candidates may be required to pay a fingerprint-processing fee associated with this special requirement.

#### **ELIGIBLE LISTS:**

- For continuous recruitment exams, candidates will have their names placed on the eligible list for a maximum period of one year in the order of their exam score regardless of the date on which they took the exam. Rank on the list changes regularly depending on declinations, appointments and new names being added to the list.
- For all other types of exams, eligible lists are in effect for a minimum of one year up to a maximum of four years unless superseded by a new exam.
- Changing conditions may make it necessary to canvass future vacancies at higher or lower salaries than those originally announced.

**CONTACT THIS OFFICE AT [CSINFO@ALBANYCOUNTY.COM](mailto:CSINFO@ALBANYCOUNTY.COM) OR (518) 447-7770 WITH ANY QUESTIONS.**

THE NEW YORK STATE HUMAN RIGHTS LAW (ARTICLE 15) PROHIBITS DISCRIMINATION IN EMPLOYMENT BECAUSE OF AGE, RACE, CREED, COLOR, NATIONAL ORIGIN, SEXUAL ORIENTATION, MILITARY STATUS, SEX, MARITAL STATUS OR DISABILITY.

**ALBANY COUNTY IS A PARTICIPATING E-VERIFY EMPLOYER. FOR MORE INFORMATION ABOUT E-VERIFY, GO TO [DHS.GOV/E-VERIFY](http://DHS.GOV/E-VERIFY).**

ALBANY COUNTY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.