



**DEPUTY SHERIFF PATROL/POLICE OFFICER**  
**EXAM #64-602 (OC)**  
**ONEIDA COUNTY ANNOUNCES**  
EXAMINATION OPEN TO THE PUBLIC

**MARCH 26, 2021**  
**APPLICATION DEADLINE DATE**

**MAY 15, 2021**  
**EXAMINATION DATE**

APPLICATIONS MUST BE RECEIVED BY 4:30 PM ON THE APPLICATION DEADLINE DATE  
**A NON-REFUNDABLE AND NON-TRANSFERABLE PROCESSING FEE**  
**MUST ACCOMPANY EACH APPLICATION**  
**\$25.00 MONEY ORDER ONLY -- PAYABLE TO ONEIDA COUNTY**

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<b><u>STARTING SALARY/RANGE:</u></b>	<b>Deputy Sheriff Patrol -</b>	\$41,235 Training Salary \$48,512 After Successful Completion of Training
	<b>Police Officer -</b>	Varied by Civil Division

**VACANCIES:** The eligible list, established as a result of this examination, will be used to fill any appropriate vacancies which may occur in these titles under the jurisdiction of the Oneida County Commissioner of Personnel.

**RESIDENCE REQUIREMENT FOR EXAMINATION:** Applicant must be a legal resident of Oneida County, Herkimer County, Lewis County, Madison County, Oswego County or Otsego County for at least one (1) month immediately preceding the date of the examination.

**RESIDENCE REQUIREMENT FOR APPOINTMENT:** Must be a legal resident of Oneida County, Herkimer County, Lewis County, Madison County, Oswego County or Otsego County for at least one (1) month immediately preceding the date of appointment and must maintain residency throughout appointment.

When preference in certification is given to residents of a municipality pursuant to subdivision 4-a of Section 23 of the Civil Service Law, an eligible must have been a resident of such municipality for at least one month prior to the date of certification in order to be included in a certification as a resident of such municipality and must be a resident of such municipality at the time of appointment.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma or comparable diploma as described in Section 58 of the Civil Service Law at time of application; **AND**

Applicants must be at least 19 years old on or before the date of the examination to take the written test. Eligibility for appointment as a Deputy Sheriff Patrol or Police Officer begins when the eligible reaches age 20. Applicants who reach their 35<sup>th</sup> birthday on or before the date of written examination are not qualified except as follows: Applicants may have a period of military duty or terminal leave, up to six years as defined in Section 243 (10-a) of the Military Law, deducted from their age for purposes of determining whether they meet the age requirement.

**SPECIAL REQUIREMENTS:**

- DRIVER LICENSE:** Possession of a valid New York State Driver License is required at time of appointment and must remain valid throughout appointment.
- CITIZENSHIP:** Must be a United States citizen at time of appointment.

**NOTES:**

- Further verification may be requested from applicants to verify their academic qualifications.
- Conviction of a felony will bar appointment. Conviction of misdemeanors or violations of law may bar appointment. A person adjudicated as a youthful offender may be disqualified from appointment.

**DUTIES:** Employees in this class are responsible for the enforcement of laws and ordinances and protection of lives and property. The incumbent performs related work as required.

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**SUBJECTS OF EXAMINATION:** This examination will consist of two parts. There will be a written test which you must pass in order to be considered for appointment. Your score on the written test will determine your rank on the eligible list. In addition, you must meet the physical fitness standards prescribed by the Oneida County Department of Personnel, measured by the physical fitness screening test. Only those who pass the written test will be scheduled for the physical fitness screening test. You must pass the physical fitness screening test to be eligible for certification from the eligible list.

**(A) WRITTEN TEST:** The written test will be designed to evaluate knowledge, skills, and/or abilities in such areas as:

1. **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.
2. **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.
3. **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.
4. **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.
5. **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.
6. **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.
7. **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.

**CALCULATORS ARE PROHIBITED**

**TEST GUIDE:** 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.

**(B) PHYSICAL FITNESS SCREENING TEST:** The physical fitness screening test consists of three elements:

1. **Sit-Up** - This test measures the muscular endurance of the core body. The score indicated below is the number of bent-leg sit-ups to be performed in one minute.
2. **Push-Up** - This test measures the muscular endurance of the upper body. The score below is the number of full body repetitions that must be completed without breaks.
3. **1.5 Mile Run** - This test measures cardiovascular capacity. The (time) score below is calculated in minutes and seconds.

<b>Municipal Police Training Council – 40%</b>				
GENDER BY AGE	ONE MINUTE SIT UP	PUSH-UP	1.5 MILE RUN (MIN:SEC)	
MALE	20-29	38	29	12:38
	30-39	35	24	12:58
	40-49	29	18	13:50
	50-59	24	13	15:06
	60+	19	10	16:46
FEMALE	20-29	32	15	14:50
	30-39	25	11	15:43
	40-49	20	9	16:31
	50-59	14	-	18:18
	60+	6	-	20:16

An expanded description can be obtained from the Oneida County Department of Personnel or <http://www.ocgov.net/oneida/personnel/csexam>.

**ADDITIONAL PRE-EMPLOYMENT REQUIREMENTS:**

1. **Background Investigation:** You will undergo a thorough background investigation. Failure to meet the standards for the background investigation will result in disqualification. Fingerprinting is required. You will be responsible for paying all background investigation fees.
2. **Medical Evaluation:** You must pass a pre-employment medical evaluation. Oneida County Department of Personnel will establish the date, time and location for this evaluation.

**INSTRUCTIONS FOR APPLYING FOR MULTIPLE CIVIL SERVICE EXAMS  
SCHEDULED ON THE SAME DATE**

If you have applied for other civil service exams in another jurisdiction (state, county, city) scheduled on the same date, **YOU** must make arrangements to take all the exams at one test site. Submit a completed **CROSS-FILER NOTIFICATION** form to our office at time of application. If you have applied for a State exam, **YOU MUST** take all exam titles at the state exam site. You will be advised on your admission letter when and where to report for your examinations. If you have any questions, please contact the Oneida County Department of Personnel at **315-798-5726**.

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**GENERAL INFORMATION**

**EMERGENCY CANCELLATION OF EXAMINATIONS:** Tune to – Spectrum News; WUTR; WKTV; Radio Stations 96.1, 96.9, 97.9. Check website for more listings: [www.ocgov.net/oneida/personnel/csexam](http://www.ocgov.net/oneida/personnel/csexam).

1. **APPLICATIONS:** Candidate must complete a separate Oneida County Application for Civil Service Examination or Employment for each examination or position. NO E-MAILED OR FAXED APPLICATIONS WILL BE ACCEPTED. Applicants must answer every question on the application and make sure that the application is complete in all respects. INCOMPLETE APPLICATIONS WILL BE DISAPPROVED. All applications shall be filed with the Oneida County Department of Personnel. Applications received after the last filing date will be rejected.
2. **ADDRESS CHANGE:** Failure to notify this office of a change of address may result in disqualification for examination or certification for appointment following examination. No attempt will be made to locate candidates who have moved.
3. **RELIGIOUS ACCOMMODATIONS/MILITARY/DISABILITY:** Please indicate on your application if special exam arrangements for testing are needed. See instruction F on application.
4. **ALTERNATE TEST DATES:** See Alternate Test Date Policy. This policy is available on our website.
5. **VETERANS:** See instruction G on application.
6. **ADMISSION NOTICE:** Applications are reviewed for qualifying status. If your exam application is disapproved, you will be notified of the reason and given an opportunity to amend your application. All amendments to applications are due by the amendment due date listed on your disapproval letter. IF YOU DO NOT RECEIVE AN ADMISSION LETTER THREE (3) DAYS BEFORE THE EXAM DATE, CALL: (315) 798-5726. Collect calls will not be accepted.
7. **ELIGIBLE LISTS:** Appointments from an eligible list must be made from the top three 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. Changing conditions may make it advisable to certify to future vacancies at higher or lower salaries than those announced.
8. **FOREIGN EDUCATION:** High school from other than U.S. schools may be verified by a transcript and against college-entry requirements in the corresponding country. Applicable documentation must be submitted. If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies providing this service may be obtained in person from the Oneida County Department of Personnel, by mail (include a self-addressed, stamped envelope) OR on the New York State Department of Civil Service web site: [www.cs.ny.gov/jobseeker/degrees.cfm](http://www.cs.ny.gov/jobseeker/degrees.cfm). You will be responsible for the required evaluation fee.
9. Federal and State Law prohibit discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, marital status or genetic predisposition or carrier status.
10. This 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.
11. **ADDITIONAL CREDIT:** 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.
12. **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.
13. **APPLICATION FEE WAIVER:** A waiver of the application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of the application fee will be allowed if you are determined eligible for Medicaid, receiving Supplemental Security Income payment, receiving 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. The form is available on our website as well as Oneida County Department of Personnel, 800 Park Avenue 6<sup>th</sup> Floor, Utica, NY 13501. You may also call (315) 798-5726 or write to the Oneida County Department of Personnel to request a copy.**
14. **EXAMINATION ATTENDANCE POLICY:** Failure to appear for two (2) consecutive examinations administered by Oneida County Civil Service within an 18 month period will result in disqualification from future examination for a two year period, per Oneida County Civil Service Rule IX.

ONEIDA COUNTY EXAM ANNOUNCEMENTS CAN BE ACCESSED ON OUR WEBSITE: [www.ocgov.net/personnel](http://www.ocgov.net/personnel)

**\*\* ONEIDA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER \*\***