

PLEASE POST CONSPICUOUSLY

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DELAWARE COUNTY PERSONNEL OFFICE ANNOUNCES  
OPEN COMPETITIVE EXAMINATION FOR  
DEPUTY SHERIFF  
EXAM #88693010

Date Issued  
June 20, 2024

Date of Examination  
September 28, 2024

Last Filing Date  
July 20, 2024

**NOTICE: ONLY APPLICATIONS SUBMITTED TO THE DELAWARE COUNTY PERSONNEL OFFICE WILL BE CONSIDERED FOR THIS EXAMINATION.**

**SOCIAL DISTANCING GUIDELINES WILL BE FOLLOWED**

**EXAMINATION FEE:** A fee of \$20.00 is required for each separately numbered examination for which you apply. The required fee MUST accompany your application and be in our office by 4:30pm on the last filing date or you will not be approved to take the examination. Send or deliver your certified check or money order payable to the Delaware County Personnel Office. Write the examination number(s) on your check or money order. **\*\*\*\*PERSONAL CHECKS WILL NOT BE ACCEPTED\*\*\*\*** No refund of fees will be allowed whether or not you meet the minimum qualifications. You are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

**EXAMINATION FEE WAIVER:** A waiver of examination fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of examination 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 examination fee waiver are subject to verification. If you can verify eligibility for examination fee waiver, complete a Request for Examination Fee Waiver and Certification form and submit it with your application by the Last Filing Date as listed on the Examination Announcement. Request for Examination Fee Waiver and Certification forms may be obtained in the Personnel Office or online at [www.delconv.us](http://www.delconv.us). Click on "departments," and then "personnel."** Waivers will not be considered if filed after the last filing date.

**LOCATION OF POSITION:** Delaware County Sheriff's Department, Delhi, NY 13753

**SALARY:** \$58,077 - \$69,805 (Full Time); \$27.71/hr. (Part Time)

**DUTIES:** The work involves: responsibility for the protection of lives and property; the enforcement of laws and ordinances within the County and as assigned; as well as civil, communications, social services investigations, and corrections responsibilities. 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. The work is performed under the general supervision of a higher-level administrative person who gives specific instructions and assistance when special problems arise. Does related work as required.

**MINIMUM QUALIFICATIONS:** Candidates must meet the following requirements on or before the date of the written test:

**AGE:** To be admitted to the examination, candidates must be at least 19 years old on or before the date of the exam. Eligibility for appointment as a Deputy Sheriff begins when the candidate reaches age 20. **Candidates who reach their 35th birthday on or before the date of the written examination are not qualified except as follows\*: Candidates may have a period of military duty or terminal leave, up to seven years as defined in Section 243, 10a of the Military Law, deducted from their age for purposes of determining whether they meet the age requirement.** \*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 the Delaware County Personnel Office's alternate test date policy) are advised to contact the Delaware County Personnel Office to discuss their request.

**EDUCATION:**

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

**SPECIAL REQUIREMENTS:**

1. Possession of a New York State driver's license, which must be maintained during employment.
2. In order to be eligible for appointment, candidate must meet all current requirements of Section 58 of the Civil Service Law.
3. Incumbents in this position must abide by policies and procedures of the Delaware County Sheriff's Office.

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

**NOTE:** Conviction of a felony will bar and conviction of a misdemeanor or other offense may bar participation in examination and appointment.

**Candidates claiming college credits MUST submit a copy of their official transcript(s).**

**RESUMES WILL NOT BE ACCEPTED AS A SUBSTITUTE FOR YOUR APPLICATION BUT WILL BE ACCEPTED ONLY AS AN ADDITION TO YOUR APPLICATION.**

**NOTE:** Unless otherwise specified, all required experience must be full-time paid or its part-time paid equivalent. **You are responsible for submitting an accurate, adequate and clear description of your experience. Omissions or vagueness will NOT be interpreted in your favor.** Applicants for examination must meet all minimum qualifications on or before the examination date with no tolerances allowed. If an applicant lacks the required experience or has not completed all required training at the time he/she submits an application, but is serving in a qualifying position or will complete all required course work by the date of the examination, he/she may be approved conditionally to take an examination pending verification of successful completion of all experience and training requirements.

**RESIDENCY REQUIREMENT:** **Only candidates who have been permanent legal residents of Delaware County or a contiguous county (Otsego, Schoharie, Greene, Ulster, Sullivan, Broome, Chenango, etc.) for at least four months immediately preceding the date of the written test will be admitted to this exam.** Deputy Sheriffs must be residents of the county in which they are appointed. **NOTE:** Agencies have the right to appoint an eligible from their own jurisdiction first.

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 who wish a copy of the Guide should call or write to the Delaware County Personnel Office, One Courthouse Square, Suite #2, Delhi, New York 13753 (607-832-5678) or access our web site at [www.delconv.us](http://www.delconv.us). Click on "departments," and then "personnel."

**Scopes / Subjects of examination:** A test designed to evaluate knowledge, skills and /or abilities in the following areas.

**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.

**P.E.R.C. Statement:** The rating key for this examination will be established by the NYS Civil Service Commission prior to the date of the test, upon recommendation of a committee of police experts who will review all the questions for appropriateness and the answer key for correctness. 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 NYS Association of PBA's, Inc., the NYS Association of Chiefs of Police, Inc., and the NYS Sheriff's Association.

**CANDIDATES WHO PASS THE WRITTEN TEST WILL BE REQUIRED TO PASS A QUALIFYING MEDICAL AND A PHYSICAL FITNESS TEST.**

The four elements measured in the qualifying physical fitness test are muscular endurance, flexibility, absolute strength and cardiovascular capacity. The following is a brief description of the physical fitness test:

1. Muscular Endurance - the requirement is for a number of bent-leg sit-ups to be performed in one minute.
2. Flexibility - The "sit and reach" test measures range of motion of the lower back and hamstrings. This portion involves stretching out to touch the toes and beyond with extended arms from the sitting position.
3. 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.
4. Cardiovascular Activity - 1.5 mile run; the requirement is for the attainment of a score calculated in minutes and seconds.

The Municipal Police Training Council adopted the physical fitness-screening test based on the model formulated by the Cooper Institute of Aerobics Research. The minimum passing scores, depending on age and sex, represent the 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.

**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.

**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.

**Background Check:** As stated in 9 NYCRR Part 600.10(a), the appointing agency shall ensure a thorough background investigation is conducted by an experienced investigator to determine the candidate's moral fitness as a Police Officer. The background investigation procedures set forth in paragraph (b) shall include, but not limited to:

1. Comprehensive application and personal history statement.
2. Fingerprint-based criminal history check.
3. Review of information from family members, DMV, and others etc. as outlined in Section 6000.10(b)(3).
4. In-person interview; and
5. Search of the Central State Registry of Police and Peace Officer (Registry) and the National Decertification Index (NDI)

**Psychological Assessment:** As stated in 9 NYCRR 6000.11(a) requires each candidate to be evaluated by a qualified psychologist or psychiatrist to determine whether the candidate is psychologically fit to perform the essential functions of a Police Officer. The psychological assessment must include the following:

1. Screening for psychopathological disorders, personality characteristics, and substance abuse problems
2. Use of validated written tests.
3. Required interview process {9 NYCRR 600.11(b)}.
4. Psychological assessment report and recommendation.

**NOTICE TO CANDIDATES: USE OF CALCULATORS IS PROHIBITED FOR THIS EXAM.**

This examination is announced and will be 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 rating of examinations will apply to this examination.

Applications for the examination can be obtained from the Delaware County Personnel Office, One Courthouse Square, Suite #2, Delhi, New York 13753 or online at [www.delcony.us](http://www.delcony.us). Click on "departments," and then "personnel." **ALL RELEVANT INFORMATION MUST BE CONTAINED IN YOUR APPLICATION. RESUMES WILL NOT BE ACCEPTED AS A SUBSTITUTE FOR YOUR APPLICATION BUT WILL BE ACCEPTED ONLY AS AN ADDITION TO YOUR APPLICATION.** A separate application must be filed for EACH examination for which you apply. Applications must contain the correct examination title and/or number in order to be considered. The Delaware County Personnel Office reserves the right to accept or to reject applications/fees submitted/postmarked after the last announced filing date. The Delaware County Personnel Office is NOT responsible for lost or misdirected mail.

**CROSS-FILED: APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON SAME DATE:**

If you have applied for other Civil Service examinations for employment with N.Y. State or other local governments, **YOU** must make arrangements to take all the examinations at one test site. **If you are taking a state exam you must sit at a State site.** If you have applied for an examination, in another County, City or State, which is scheduled to be given the same date as this exam, you must write our office and the Civil Service office in the other County/City or State and make arrangements to take both exams at either our test site or theirs. **You must make these arrangements with our office no later than the last filing date indicated on this announcement. You must advise our office in writing, by the last filing date contained in this announcement where you intend to take this exam.** Please note that State exams cannot be given at our test site.

**APPLICATION DEADLINE POLICY:** All completed applications along with application fees or proofs of waiver must be submitted to the Delaware County Personnel Department by 4:30pm on the date of last file as listed on the Examination announcement. Applications received via U.S. Mail will be accepted only if received on or before the last file date. Applications that are received after the Application Deadline and are not received in the Personnel Department by the last file date will not be accepted.

**REASONABLE ACCOMMODATIONS, SPECIAL ARRANGEMENTS, ALTERNATE TEST DATES, MILITARY PERSONNEL:**

If you require reasonable accommodations as a disabled person, or special testing arrangements as one in need of religious accommodation, or are an alternate test date candidate (in accordance with Alternate Test Date Policy), or an active member of the military away from the area on the scheduled test date, clearly indicate this fact on the application. All such requests must be supported by appropriate documentation. If you are unable to take this examination due to an emergency situation, and you wish an alternate test date, you **MUST** call the Delaware County Personnel Office, with your request, by noon of the Monday following the test date.

**\*\*\*Religious Accommodation\*\*\*** Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with religious observance or practice, check the box under ASpecial Arrangements. We will make arrangements for you to take the test on a different date (usually the following Monday).

**\*\*\*Handicapped Persons\*\*\*** If special arrangements for testing are required, please indicate this on your application.

**\*\*\*Active Duty Military Personnel\*\*\*** Pursuant to Section 243b of the Military Law, applicants who are unable to take this exam on the regular exam date because of active military duty may be eligible to take a special military makeup examination. If you are on active military duty and unable to take this exam on the regularly scheduled exam date, please indicate this on your application. You will then be sent additional information regarding a military makeup exam.

**\*\*\*Veterans or Disabled Veterans\*\*\*** Who are eligible for additional credit must submit an application for veterans credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veterans credit are available from this office. Veterans credits can only be added to a passing score. 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 credit 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.** It's the responsibility of the candidate to provide appropriate proof, as defined in Section 85 of the Civil Service Law, that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veterans credits.

**\*\*\*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.

**DELAWARE COUNTY IS AN EQUAL  
EMPLOYMENT OPPORTUNITY EMPLOYER**

**DELAWARE COUNTY PERSONNEL OFFICE  
CARRARA KNOETGEN, PERSONNEL OFFICER**