

COLUMBIA COUNTY CIVIL SERVICE COMMISSION
401 STATE ST., HUDSON, NEW YORK 12534
Phone: 518-828-6622
www.columbiacountyny.com



Issue Date: 6/7/24
County #3562

Columbia County Civil Service Commission
announces an open-competitive examination for:

POLICE OFFICER #87915010

Date of Examination:

September 28, 2024

Last Filing Date:

August 23, 2024

Filing Fee:

Fee for this examination is \$25.00 (See reverse side for instructions)

Vacancy:

The eligible list established from this examination will be used to fill vacancies **as they occur** in all Police Agencies, **other than the Columbia County Sheriff's Office**, under the Columbia County Civil Service Commission's jurisdiction.

Residency:

Candidates must be a resident of Albany, Columbia, Dutchess, Greene, Rensselaer or Ulster County at the time of examination and for four (4) months prior to the date of the exam.

*Preference in appointment may be given to the municipality in which the vacancy occurs and Columbia County residents. Civil Service Law # 23. Sub. Paragraph 4A

Salary:

\$62,832.00 - \$65,973.00 (full time) \$22.95 - \$25.50/hr (part time) **depending on location**

Place of Examination:

To be determined

Distinguishing Features Of The Class: The work involves the responsibility for the enforcement of laws and ordinances and the protection of lives and property in a designated area on an assigned shift. The duties consist of routine patrol tasks, assisting in the investigation of criminal offenses and the apprehension of criminals. A Police Officer usually works under the general supervision of a higher ranking officer, however, there is considerable leeway for the exercise of independent judgment and responsibility in emergencies. Candidate is expected to perform related work, as required. Typical work activities (illustrative only) include, but are not limited to the following: Patrols an assigned area to maintain order and enforce the law; Checks on the security of unoccupied business and residential property; Investigates suspicious activities and makes arrests for violations of federal and state laws and local ordinances; Takes appropriate action at the scene of a crime, has prisoners booked on charges and escorts them to court and jail; May be assigned to investigate cases involving neglect, abused or delinquent children; Directs traffic and enforces parking and traffic regulations; Investigates reports of an attempts to locate missing and wanted persons and stolen property; Maintains order in crowds, at parades and other public gatherings; Provides directions and information to the public; Performs duties of dispatcher as assigned; Makes criminal and plain clothes investigations as assigned; Observes and reports conditions requiring the attention of other city departments; Makes regular reports of activities. Full performance, knowledge, skills, abilities and personal characteristics expected of candidate include, but are not limited to the following: Working knowledge of the basic principles of human behavior; working knowledge of proper English grammar and spelling; ability to listen to and comprehend oral and written information; ability to write clearly; ability to accept responsibility; ability to make decisions quickly; ability to remain calm and to think under pressure; ability to hear and see well; good memory; self discipline, personal pride; common sense; initiative; objectivity; stamina; flexibility; good moral character; hand and eye coordination; tact; courtesy; physical condition commensurate with the demands of the position.

GENERAL INSTRUCTIONS TO CANDIDATES

Applications may be obtained from Columbia County Civil Service, 401 State St., Hudson, NY 12534 Phone: 518 828-6622. Applications will be accepted for filing during **OFFICE HOURS ONLY** Monday – Friday 8:00 am – 4:00 pm or via mail...Applications postmarked on the last filing date will be accepted. **Applications received/postmarked after the last filing date will not be accepted, including those sent via Columbia County inter office mail.**

Note: Sabbath observers/disabled persons/military members: If special arrangements for testing are required, indicate this on your application form.

VETERANS CREDITS: Disabled and non-disabled veterans who establish their eligibility for additional credits and are successful in the exam are entitled to have 10 and 5 points respectively (5 and 2 ½ points of credits in the case of promotional examination), added to their earned scores provided they have not used such credits to obtain permanent appointment or promotion. You will be allowed the option of waiving these credits after the completion of the examination. Effective 1/1/98 the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in exams. 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 is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veterans' 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."

RESIDENCY REQUIREMENTS: Candidates must be a resident of Columbia County at the time of exam and for four months prior to the date of the examination, unless otherwise stated on the front of the announcement. Preference in appointment may be given to Columbia County residents or residents of each civil division. (CS Law Section 23.4) when opened to contiguous counties. It is the responsibility of the candidate to file a Change of Address Notification Form (available @ Civil Service or @ www.columbiacountyny.com) and all supporting documentation as necessary. Information provided will be reviewed at a monthly commission meeting. Date of address change on Eligible list will be effective the date of the commission meeting after information has been reviewed. No attempt will be made to locate candidates who have moved.

RATING & REVIEW: Unless the announcement states otherwise, this written examination is being prepared and will be rated by NYS 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 preparation and the rating of exams will apply to this written examination.

TRANSCRIPTS: Whenever college transcripts or diplomas are required, they should be submitted with the application for the examination.

EXAM NOTICES: The Commission does not acknowledge receipt of the application, but all applicants will be notified of the disposition of their application. Approved candidates will be notified at least four days in advance of the place, date and hour of the examination. Every candidate should bring his/her Social Security Number to the exam. Do not interpret a notice to appear for the exam to mean that you have been found to meet fully the announced requirements. Applicants are admitted to the exam on the basis of statements made in the application. These statements may not be reviewed and/or verified until after the exam has been held. At that time those candidates not meeting the requirements will be disqualified. Candidates who are disqualified after taking the exam will not receive a score. If you have not received a notice to appear for the written test three days before the date of the test, you should call 828-6622.

CALCULATORS: Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, Spell Checkers, Personal digital assistants, address books, language translators, dictionaries, cell phone calculators or any similar devices are prohibited.

ELIGIBLE LIST: The lists established as a result of examinations will remain in existence for a minimum of one (1) year maximum of (4) four years. When an Eligible List has been in existence for less than one year and a new list for the same position or group of positions is established, the names of the persons remaining on the old list shall have preference in certification over the new list until such old list is one year old. Changing conditions may make it advisable to certify to future vacancies at higher or lower salaries then announced.

FILING FEES: A filing fee as indicated on the front will be required with your application. Please write the examination no. and your social security no. on your money order, certified or bank check. Please be advised that NO REFUNDS will be made, therefore, you are urged to compare your qualifications carefully with the requirements for admission and file only for those exams for which you are qualified. **MAKE MONEY ORDERS/BANK OR CERTIFIED CHECKS PAYABLE TO: Columbia Co. Treasurer & mail to Civil Service with your application. Cash is accepted (exact change would be preferred).**

APPLICATION WAIVER FEE: 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. **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 by the close of business on the Application Deadline as listed on the Examination Announcement. Copies of the Application Fee Waiver and Certification forms are available at the Civil Service Office, 401 State St., Hudson, NY 12534 (518) 828-6622 or on our web site at www.columbiacounty.ny.com.**

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center. If you need an alternate test date, see Alternate Test Date Policy @ www.columbiacounty.ny or call this office at (518) 828-6622 prior to the examination.

MINIMUM QUALIFICATIONS: A candidate must meet the qualifications on or before the last filing date.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS & QUESTAR III: 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 Questar III as involving direct contact with students, a clearance for employment from the State Education Department is required.

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.**

NOTE: Evaluation of foreign post secondary education is required. Please ask for a listing of private/not-for-profit agencies who evaluate foreign credentials. You must obtain an independent evaluation of your education to verify the equivalency of same to the minimum qualifications. This must be presented with your application at time of filing.

Minimum Qualifications: (ON OR BEFORE LAST FILING DATE): Graduation from high school or possession of a high school equivalency diploma **AND** Candidate must be at least 19 years of age on or before September 23, 2024 to be admitted to the written test. Eligibility for appointment as a Deputy Sheriff or Police Officer begins when the candidate reaches the age of 20. **Candidates who reach their 35th birthday on or before the date of the written exam (9/23/24) are not qualified to participate in the exam except as follows.** *Candidates 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.

** 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 examination." The maximum age established in Section 58 requires the candidate must not have reached his/her 35th birthday on or before the date of the written exam. 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 Commission's alternate test date policy) are advised to contact this office to discuss this request*

**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.*

Special Requirements:

- Must not have been convicted of a felony. Misdemeanor may bar appointment.
- Possess a valid driver's license issued by NYS Dept. of Motor Vehicles;
- Must be a US citizen;
- Must successfully pass background check and psychological test;
- Must be eligible for a certificate of training issued by the Executive Director of the Municipal Police Training Council;
- Must be able to obtain a NYS Pistol Permit.

EXAM SERIES: Entry-Level Law Enforcement Officer

Subjects of examination: A written 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.

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.

The rating key for this examination will be established by the New York State 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 key answers 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 New York State Association of PBA's, Inc., and the New York State Association of Chiefs of Police, Inc.

In addition to the written test, candidates must meet the physical fitness and medical standards prescribed by the Municipal Police Training Council. Candidates must pass the written test in order to be scheduled for the qualifying physical fitness test and medical standards.

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 score, 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. (The physical fitness-screening test may be subject to change by the MPTC). **The physical fitness-screening test along with the medical will be scheduled when a conditional offer of employment has been made to a candidate.** 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:

Sit-up: Muscular endurance (core body) - The score indicated below is the number of bent-leg sit-ups performed in one minute.

Push-ups: Muscular endurance (upper body) - The score below is the number of full body repetitions that a candidate must complete without breaks.

1.5 mile run: Cardiovascular capacity - The (time) score indicated below is calculated in minutes: seconds.

MALE/Age	Sit-Up	Push-up	1.5 Mile Run
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/Age	Sit-up	Push-up	1.5 Mile Run
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

Physical Fitness Retest Policy

Candidates who do not pass the Physical Fitness Test may be provided one (1) opportunity for a retest. The retest may be offered if a written request is received within thirty (30) calendar days from the initial Physical Fitness Test. A second failure would result in immediate removal from the eligible list, making the candidate ineligible for consideration for any future vacancies.

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 veteran's credits in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credits. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's 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. Veteran's credits can only be added to a passing score on the written examination. You must submit an application for veterans' credit and a copy of your DD-214 with your application. Applications forms for veteran's credits are available at the Civil Service Office at 401 State St., Hudson, NY or on the Columbia County Civil Service Commissions website www.columbiacountyny.com

This examination will be prepared and rated in accordance with Section 23 (2) of the Civil Service Law. The provisions of NYS Civil Service Law, Rules, and Regulations dealing with the preparation and rating of examinations will apply to this exam.

The following must be submitted to apply for this exam:

- Application for Examination (MSD330)
- Required Filing Fee of \$25.00 in the form of cash, credit card or money order payable to the Columbia Co. Treasurer
- Copy of candidate's NYS Driver's License
- If applicable: Application for Veteran's Credits and copy of DD214

COLUMBIA COUNTY - AN EQUAL OPPORTUNITY EMPLOYER

USE OF CALCULATORS IS PROHIBITED