

# SCENECTADY COUNTY CIVIL SERVICE COMMISSION



## Schenectady County Is An Equal Opportunity Employer

### Open Competitive Examination

**Exam Title:** Police Officer (Spanish Speaking)  
Schenectady County  
The resulting eligible list will be used to fill vacancies as needed.

**Exam Number:** 89189-010

**Salary Range:**

\$46,795 - \$86,031	City of Schenectady (2024)
\$43,088 - \$94,585	Town of Niskayuna (2024)
\$47,105 - \$93,417	Town of Rotterdam (2024)
\$42,589 - \$94,000	Town of Glenville (2024)
\$49,895 - \$83,108	Village of Scotia (2023-2024)

**Last Date for Filing:** August 12, 2024

**Date of Examination:** September 28, 2024

**Residency Requirement:** Candidates must be legal residents of **New York State** for at least one month immediately preceding the date of the examination. Preference in certification for appointment **may** be given to successful candidates who have been residents of the municipality in which appointment is to be made for at least one month immediately preceding the date of certification and at the time of appointment.

**Duties:** This position involves responsibility for the enforcement of laws and ordinances and the protection of lives and property in an assigned area during a specified shift. The duties consist primarily of routine patrol tasks, assisting in investigation of criminal offenses, and the apprehension of criminals. Direct supervision is received from a higher-ranking officer. However, there is considerable independent responsibility for the exercise of sound judgment in emergencies. Performs related work as required.

**Minimum Qualifications:** (on the date of the written test)

Graduation from high school or possession of a high school equivalency diploma issued by a state education authority, or possession of a United States Armed Forces GED certificate, or possession of a comparable diploma as described in Section 58 of the New York State Civil Service Law.

**Special Requirement (at the time of appointment) FOR THE TOWN OF GLENVILLE ONLY:**

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\*Candidates must show successful completion of 30 credit hours at a college or university.

\*Note: Your credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your credits were awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**You are urged to compare your qualifications carefully with the requirements for admission stated in the "minimum qualifications" section of the examination announcement, and file only for those examinations for which you are clearly qualified.** The education and experience (including the percentage of time spent personally performing the duties of each employment) you indicate on the application will be verified and compared to the "minimum qualifications" for the position. Omissions or vagueness will not be interpreted in your favor.

#### **Special Requirements:**

**AGE:** Candidates must be at least 19 years of age **on or before September 28, 2024** to be admitted to the written test. Eligibility for appointment as a Police Officer 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 six years, as defined in section 243 (10-a) of the Military Law, deducted from their age for the purpose of meeting 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 agency's alternate test date policy) are advised to contact Schenectady County Civil Service to discuss their request.

**!! DATE OF BIRTH MUST BE**  
**ON APPLICATION !!**

**Driver's License:** Candidates must possess a valid New York State operator's license at time of appointment and maintain such license throughout the tenure of employment.

Prior to appointment, candidates must meet minimum physical, medical, and psychological standards as prescribed by the Municipal Police Training Council of the State of New York. Prior to appointment, candidates must successfully complete a pre-employment drug screen, background and fingerprint check.

**Other Special Requirements:** Candidates must be able to read, write and fluently converse in the Spanish Language. If you are hired off the eligible list, your ability to communicate in the Spanish language will be evaluated during your probationary period.

**Background Investigation and Additional Screenings:**

**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.

Drug testing is included in the required medical exam. Applicants may be required to submit the necessary fees for the fingerprinting processing etc...

Candidates may be required to submit a polygraph test as a condition of employment.

**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.

**Test guide:**

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.

**Use of Calculators:** the use of calculators is **prohibited** for this examination.

**Test guide:**

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.

**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 Capacity**--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 fortieth (40th) percentile of physical fitness as established by the Cooper Institute. Candidates must pass both the written exam **and** qualifying physical fitness test to be eligible for certification for appointment and a conditional offer of appointment.

Copies of physical fitness and medical standards are available upon request from the Schenectady County Civil Service Office.

A passed agility screening test will be good for a period of one year from the date of the agility test. Candidates will be required to take the agility test again after one year to be eligible for future certification.

**Retest for Qualifying Physical Fitness Test:** Candidates will be allowed one retest per calendar year.

**Applying for Civil Service Examinations In**

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**Multiple Jurisdictions When Examinations  
Are Scheduled on Same Date**

If you have applied for any other civil service examinations to be given on the same test date for employment with New York State or any other Local Government Jurisdiction excluding New York City, you must make arrangements to take all the examinations at one test site.

If you have applied for both **State** and **Local** government examinations, you must notify our agency, **Schenectady County Civil Service**, of your intent to take both a state and a local government examination. When taking both a **state** and a **local** government examination you will be required to take all your examinations **at a state examination center**. You must complete a **cross-filer form** indicating what exams you have applied for and we will notify New York State Civil Service of your intent. You will be advised when and where to report for your examinations.

If you have applied for more than one **Local Government Examination** with more than one **Local Civil Service Agency**, you must notify each civil service agency to make arrangements. Schenectady County has a **cross-filer form** which you must complete. You must make your request for these arrangements no later than **two weeks** before the date of the examinations. On the cross-filer form you will indicate all exams you have signed up to take and the location you wish to be tested at. If you have questions regarding this examination call **(518) 388-4233** or write to Schenectady County Civil Service Commission, 620 State Street, Schenectady, NY 12305.

**You are encouraged to read the General Conditions and Instructions Attachment**

**Date released:** June 25, 2024

**Schenectady County Civil Service Examinations****General Conditions and Instructions**

1. **Application Forms.** Applications may be obtained at the Schenectady County Civil Service Office or on the Civil Service Department website at [www.schenectadycounty.com](http://www.schenectadycounty.com). Candidates will be notified of the time and place of the examination.
2. **Application Deadline.** Applications postmarked after midnight of the last filing date will not be considered eligible for this examination.
3. **Change of Address.** You must notify the Civil Service Office of any change of address.
4. **Special Rights for Military Personnel.**
  - **Application Filing Period Extension.** Individuals serving on active duty in the armed forces during the filing period for a civil service examination, or individuals who have been discharged with other than a dishonorable discharge after the filing period has commenced will be permitted to file an application for examination no later than ten business days before the scheduled examination date, or the last date to file, whichever is later.
  - **Make Up Examination.** Any member of the armed forces who properly filed, within the announced filing period, an application for a competitive examination but was unable to participate in the examination due to active military service, will be provided with a special make-up examination under the terms and conditions deemed appropriate by the New York State Department of Civil Service and/or the Schenectady County Civil Service Commission.
5. **Examination Fee.** Beginning with the exam date of 01/14/2023, no examination fee will be collected for all examinations held in 2023 and 2024. 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.
6. **2024 Examination Fee Waiver Form.** Even though examination fees will be waived for 2024, those applicants who are unemployed and primarily responsible for the support of a household, those applicants who are receiving SSI or public assistance (TANF, Family Assistance or Safety Net Assistance), or those applicants certified as JTPA / WIA eligible must complete the **Fee Waiver Form** and attach it to your application. This form can be obtained at the Civil Service Office or on the Civil Service Department website at [www.schenectadycounty.com](http://www.schenectadycounty.com).
7. **Special Testing Arrangements.** If you need a special arrangement or accommodation to take the examination for one of the reasons outlined below, please check the appropriate box on the Examination Application and contact the Civil Service Office at (518) 388-4233.
  - **Religious Accommodations.** Most written exams are held on Saturdays. If you cannot take the exam on the announced date due to a conflict with a religious observation or practice, arrangements will be made so that you can take the examination on an alternate date.
  - **Reasonable Accommodation for Individuals with a Disability.** A reasonable accommodation will be made for individuals with a disability during the application and examination process. You must provide documentation as to the accommodation you need to apply for and/or take the examination.

- **Other Reasons.** An alternate exam date may be requested for one of the following reasons. Documentation supporting the request will be required.
  1. A death in the immediate family or household within the week preceding the exam date.
  2. Medical emergencies involving the candidate or member(s) of the candidate's immediate family.
  3. Military Orders (a copy of the orders is required).
  4. Wedding – must be a member of the wedding party or an immediate family member of the bride or groom.
  5. Vacation for which a non-refundable down payment was made before the exam announcement was issued.
  6. If an employee of the Unified Communications Center and mandated to work during the exam or mandated to work the shift immediately prior to the exam. Sufficiency of proof is at the discretion of the Civil Service Office. Employees must agree to take the exam prior to returning back to work after the exam has been given and have no exposure to exam material, other candidates who have taken the exam, and have no other members of their household also taking the exam.
- 8. **Notice to Appear for Examination.** Accepted candidates will be notified when and where to appear for the examination. If an application is disapproved, due notice will be sent.
- 9. **Failure to Appear for Exam.** Candidates who fail to appear for the exam as scheduled will be eliminated from further consideration for this competitive examination.
- 10. **Use of 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, or any similar devices are **prohibited**. You may not bring books or other reference material to the test site.
- 11. **Examination Preparation and Rating.** This written examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written examination.
- 12. **Eligible List.** The minimum qualifications listed in this announcement have been approved by the Schenectady County Civil Service Commission for the purpose of evaluating a candidate's education, training and experience to determine admission to this examination. This examination is being conducted to establish a Civil Service Eligible List which will be certified to appointing authorities to fill available vacancies. Candidates whose names are certified for appointment have only met the minimum qualifications to take the examination. All candidates who pass the examination will be placed on an eligible list. Unless otherwise specified, the final rank order of the eligible list will be determined on the basis of the scores received on the written test, plus Veterans Credits and Seniority Credits where appropriate. The eligible list established as a result of this examination will be established for four years, but may expire after one year if superseded by a new list.
- 13. **Application Verification and Background Checks** – Statements made on the Examination Application are subject to verification. A clearance from the Commissioner of Education will be required for employment within a school district for those positions that are designated by the school district as having direct contact with students.
- 14. Persons holding a permanent position in this title, in this department are not eligible for admittance to this examination.



15. **Veterans Credits.** The following information and instructions pertain to those candidates who are claiming Veterans Credits. **Please note that Veterans Credits will not be granted after the establishment of the eligible list.**
- If you are claiming Veterans Credits as either a disabled or non-disabled veteran, you must check the appropriate box on the **Application for Examination** form and answer all questions accurately and completely. You must also complete the **Application for Veterans Credits** (obtained in the Schenectady County Civil Service Office or on the Civil Service Department website at [www.schenectadycounty.com](http://www.schenectadycounty.com)), and submit the DD-214 Discharge Papers showing that you have an honorable discharge. Failure to do so may result in a denial of your claim for Veterans Credits.
  - If you are claiming credits as a disabled veteran, you must in addition to meeting the requirements as indicated on the Examination Application, be certified by the United States Department of Veterans Affairs as being disabled in the actual performance of duty in any war; that the disability is rated at ten percent or more, and that the disability exists at the time of application for appointment or promotion.
  - All claims for Veterans Credits are tentative and must be verified through inspection of discharge papers and related documents prior to the establishment of the eligible list. All statements you make in support of your claim for Veterans Credits are subject to investigation and substantiation by the Schenectady County Civil Service Commission. In the event of subsequent disclosure of any material misstatement or fraud in your claim, your appointment may be rescinded and you may be disqualified from further appointment on which you have been granted additional credits as a result of such material misstatement or fraud.
  - Any candidate who is currently serving in the armed forces of the United States on a full-time active duty basis, other than active duty for training, may file for Veterans Credits on an examination **prior to the list being established.**
  - **Conditional Veterans Credits.** A qualified candidate receiving Conditional Veterans Credits will be restricted from certification using the credits until the appropriate documentary proof indicating that the service was in time of war and that the individual received an honorable discharge or was released under honorable circumstances has been presented. It is the candidate's responsibility to provide such proof to the Schenectady County Civil Service Office in order to have the restriction removed and be certified at a score including the Veterans Credits. Until such documentation is submitted, a candidate may only be certified with the examination score, not including the Veterans Credits.
  - **Additional Veterans Credits.** Effective January 1, 2014, additional Veterans Credits may be granted to veterans who:
    1. Used Non-Disabled Veterans Credits to obtain a civil service appointment or promotion with New York State or a local government; and
    2. Subsequent to such appointment, are certified by the US Department of Veterans Affairs as having a service connected disability rated at 10% or more.

16. **Seniority Credits (Promotional Exams Only).** Seniority Credits will be added to an eligible score based on continuous permanent competitive class service in the jurisdiction holding the examination. Service would be credited up to and including the date of examination as follows:

No. of Years	Credits	No. of Years	Credits	No. of Years	Credits
Less than 1 year	0	6 to 10 years	2	16 to 20 years	4
1 to 5 years	1	11 to 15 years	3	21 to 25 years	5

Each additional 5 years will be credited 1 point in accordance with the above schedule.

17. **Additional Credits for Eligible Children or Siblings of Firefighters and Police Officers Killed in the Line of Duty.** If you are either a child or sibling of Firefighter or Police Officer killed in the line of duty as defined in Civil Service Law Sections 85-a or b (see below), you may be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which the deceased firefighter or police officer had served. 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. **You must contact this office regarding these credits upon submission or your application for examination.**

- **Civil Service Law Section 85-a.** Children of firefighters and police officers killed in the line of duty are eligible for these additional credits.
- **Civil Service Law Section 85-b.** Siblings of Firefighters and Police Officers killed in line of duty (World Trade Center, September 11, 2001) are eligible for these additional credits. Pursuant to CSL §85-b, “killed in the line of duty” shall mean having died in the performance of duty as the natural and proximate results of participation in the rescue effort that was conducted in response to such attack.