



CLINTON COUNTY CIVIL SERVICE EXAMINATION

For Police Officer & Deputy Sheriff

Clinton County is an
ADA, EOE Employer

Examination No.: #60026-390

Issued: 02/12/2025
Salary Range: \$45,000 (Clinton County)
\$42,857.36 (City of Plattsburgh)
Closing Date for Filing: 03/14/2025
Calculators: Prohibited
(See General Instructions)
Examination Date: 05/03/2025

CONTACT

(518) 565-4676
137 Margaret Street, Plattsburgh, NY 12901
clintoncountygov.com

VACANCIES

The eligible list established as a result of this examination will be used to fill present and future vacancies in both Police Officer and Deputy Sheriff titles that may occur in the Clinton County Sheriff's Dept., Clinton County towns or villages and the City of Plattsburgh.

CITIZENSHIP

You must be a citizen of the United States.

RESIDENCY REQUIREMENTS FOR POLICE OFFICERS

Applicants must be residents of Clinton, Essex or Franklin Counties for at least one (1) month immediately preceding the date of the written examination. Preference in appointment may be given to legal residents of Clinton County. Appointing authorities may give further preference to legal residents of their jurisdiction.

RESIDENCY REQUIREMENTS FOR DEPUTY SHERIFFS

Applicants must be a resident of Clinton County for at least one (1) month immediately preceding the date of the written examination.

The Clinton County Department of Personnel must receive applications by **03/14/2025**. Applications received after this date will not be accepted.

MINIMUM QUALIFICATIONS

Candidates must meet the minimum qualifications at time of examination. All experience must be paid experience unless otherwise noted.

Candidates must meet the minimum qualifications at time of examination. Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENTS

1. Possess an appropriate level New York State drivers' license at time of appointment; and
2. In order to be eligible for appointment, a candidate must meet all current requirements of Section 58 of New York State Civil Service Law that are: an age requirement, a high school graduate or holder of a high school equivalency; height, weight and physical fitness requirements; and be of good moral character.

AGE REQUIREMENT

Candidates must be at least 19 years of age on or before September 09, 2023, to be admitted to the written test. Eligibility for appointment as a police officer or deputy sheriff begins when the candidate reaches 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 (6) 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 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 the Clinton County Department of Personnel to discuss their request.

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MINIMUM QUALIFICATIONS CONT.

NOTE: Attach to your application a copy of your high school diploma or equivalency, college transcripts and/or diploma, and any certificates applicable based on the minimum qualifications listed above.

NOTE: Proof of age must be attached to your application (copy of a birth certificate, license etc.)

CONVICTIONS: Conviction of a felony will bar appointment, and conviction of a misdemeanor or other offense may bar appointment.

BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS

Each candidate may be required to authorize access to educational, financial, employment, criminal history, mental health records or other records. At the discretion of the employing law enforcement agency, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to, fingerprinting. Drug testing is included in the required medical exam. Applicant may be required to submit the necessary fees for the fingerprint processing.

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.

DISTINGUISHING FEATURES OF THE CLASS

FOR POLICE OFFICER: Duties consist primarily of conducting routine patrol operations, assisting in investigation of criminal offenses, and the apprehension of violators in accordance with standard departmental operating procedures. A Police Officer is responsible for the enforcement of laws, ordinances, and protection of lives and property in an assigned area during a specified period. Ordinarily, a Police Officer, whether on patrol work or on special assignment, works under the supervision or direction of a higher-ranking officer with considerable leeway given for the exercise of independent judgment in emergencies. The incumbent does related work as required.

FOR DEPUTY SHERIFF: The work consists of the general duties of a police officer and involves responsibility for the protection of lives and property and the enforcement of laws and ordinances within the County. On an assigned shift, incumbent assists in the investigation of offenses and the apprehension of violators, conducting routine patrol operations in accordance with standard departmental procedures. The incumbent may be assigned to perform in specialized areas of community service, coordinating the activities of such programs and participating in public awareness and safety education. The work is performed under the general supervision of a higher-ranking officer who gives specific instructions and assistance when special problems arise. The incumbent does related work as required.

SUBJECTS OF EXAMINATION

There will be a written test, which you must pass, in order to be considered for appointment. Only your score on the written test will be considered when computing your final score. In addition, 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. The Clinton County Department of Personnel reserves the right to call to the physical fitness test(s) only a sufficient number of candidates needed to fill anticipated vacancies; additionally candidates may be called during the life of the list. Candidates who pass the qualifying fitness test and who are given a conditional offer of employment will be scheduled to take the required medical examination.

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WRITTEN TEST

The written test will be designed to test for 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.

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.

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QUALIFYING PHYSICAL FITNESS TEST

The elements measured in the qualifying physical fitness test are listed below:

Sit-Up: Muscular Endurance (core body) – The requirement is for a number of bent-leg sit-ups to be performed in one minute.

Push-Up: Muscular Endurance (upper body) – This test measures muscular endurance of the upper body. The requirement is for a number of full-body repetitions that a candidate must complete without breaks.

1.5 Mile Run: 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. The minimum passing scores, represent the fortieth (40th) percentile of fitness. If a candidate does not successfully score to the 40th percentile of fitness for each of the elements of the test battery, the candidate's name will be removed from further consideration for appointment.

Copies of the physical fitness and medical standards are available upon request from the Clinton County Department of Personnel.

PHYSICAL FITNESS RETEST POLICY:

A candidate who passes the written examination, but does not participate in the physical fitness performance test on the scheduled date, or does not pass the physical fitness performance test, may be allowed to retake the physical fitness performance test one time. Candidates may choose to retake the physical fitness test for the current vacancy or wait and retake the physical fitness test for a future vacancy.

Candidates must notify us in writing prior to the physical fitness test date if they are aware they will be unable to participate in the performance test on the scheduled date. Candidates who are not successful or do not participate on the scheduled date, must notify this office no later than 5 o'clock the next business day to schedule the make-up physical fitness test or to schedule their second physical fitness test.

Candidates who do not want to retest for the current vacancy must notify us in writing.

Candidates will remain on the eligible list and will be considered for future vacancies. Candidates who do not successfully complete the physical fitness performance test or retest will be removed from the eligible list since the physical fitness test is part of the examination.


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.

If you have applied to take a written test announced by New York State scheduled to be held on the same test date as this written test, you must notify us no later than two weeks before the test date. All examinations for positions in State government will be held at a State examination center. Be sure to check "Yes" in the Conflicting Exams Section on the first page of your application and include in the Remarks Section on page four the titles of the exams you are scheduled to take and whether they are offered by another Local agency or New York State.

If you are taking two Local exams, indicate in which county you want to take the exams. If you are taking a Local and a State exam, you must take the exams at the State site. You must call our office at 565-4676 no later than two weeks prior to the examination date to confirm that arrangements have been made for you to take all the examinations at one test site. You will be advised by letter when and where to report for your examinations.

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GENERAL INSTRUCTIONS

1. Each candidate must complete an application and file it with the Clinton County Dept. of Personnel, Clinton County Government Center, 137 Margaret Street, Plattsburgh, NY, as soon as possible after the announcement of the exam but not later than the closing date. **Be sure you answer every question before filing your application. An incomplete application may be disapproved.**

2. The Clinton County Dept. of Personnel will notify you by email, when and where to appear for the exam. If you fail to receive an email letter at least seven days prior to the exam date, you should contact the Clinton County Dept. of Personnel immediately. No one will be admitted to the exam without the official admittance letter. The Department will also send due notice if an application is rejected. The Department does not make formal acknowledgment of the receipt of an application.

3. Restrictions on employment may exist for candidates who are under 18 years of age.

4. Unless otherwise stated, all candidates are required to be legal residents of Clinton County for one month immediately preceding the date of exam. Appointing authorities may give preference to legal residents of their jurisdiction.

5. VETERANS: To learn about your rights regarding Civil Service exams, request a copy of Clinton County's "Veterans' Rights For Exams" Summary from the Clinton County Dept. of Personnel or visit our website: clintoncountygov.com.

6. VERIFICATION OF QUALIFICATIONS: Appointing authorities may investigate or call candidates for an interview to determine whether they are qualified for appointment.

7. When the written exam is prepared and rated by the NYS Dept. of Civil Service in accordance with Section 23-2 of the Civil Service Law, the provision of the NYS Civil Service Rules and Regulations dealing with the rating and review of exams apply.

8. The Dept. will establish eligible lists in the order of final rating for successful candidates and will establish lists for a period of 4 years.

9. RETIREMENT SYSTEM: It is mandatory that persons appointed to full-time positions in a political subdivision participating in the NYS Employees' Retirement System, join the system on appointment. For other employees, membership is optional.

10. SPECIAL ARRANGEMENTS: Candidates requiring special arrangements for testing must indicate this on their application form or write to the Department not later than the last date for filing.

11. RECEIPT OF APPLICATIONS: The Department is not responsible for the arrival of applications if not personally delivered to this office. Therefore, you should contact the Department on or before the final date for filing to verify receipt.

12. 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 materials.

13. FOR NON-CITIZENS: At the time of appointment, you must be a legal alien authorized to accept employment in the United States and you must maintain such status throughout the term of your employment with Clinton County.

14. ALTERNATE TEST DATE POLICY: Clinton County has an Alternate Test Date Policy, which allows a candidate to participate in the exam other than the set exam date. The alternate test date must be set during the week following the exam date. At no time can an exam be set later than one week following the exam unless NYS Civil Service provides prior approval. If you are unable to take the exam on the set exam date, contact this office for information regarding the policy. For emergency situations, which may occur on the exam date, you must contact the Clinton County Dept. of Personnel no later than 5 o'clock p.m. on the Monday following the exam.

15. WEATHER CONDITIONS: Clinton County will attempt to hold scheduled exams regardless of weather conditions. If an exam is cancelled due to extreme weather conditions, it will be announced on our website: clintoncountygov.com – Personnel Dept. – Exam Weather Alert.

16. Clearance from the Commissioner of Education will be required for positions that are designated by school districts as having direct contact with students.

17. You may wish to retain a copy of your application since we are unable to provide copies of exam applications.

18. POLICE OFFICER OR FIREFIGHTER SURVIVOR CREDITS: Per Section 85-a of Civil Service Law, children of firefighters or police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive exam for which they qualify for original appointment in the same municipality in which his/her parent served. The parent is deemed to have "served" in a municipality if he/she was employed by or worked primarily in that municipality. If you qualify, inform this office when you submit your application for exam. A candidate claiming such credit has a minimum of 2 months from the application deadline to provide the necessary documentation to verify additional credit eligibility. No credit may be added after establishment of the eligible list.

19. BACKGROUND INVESTIGATION: Applicants may be required to undergo and pay for a state and national criminal history background investigation, which includes a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification. Fingerprints to be used in performing the background checks would be collected from applicants pursuant to regulations promulgated by the DCJS, which will perform the state background check. DCJS will also submit the fingerprints to the FBI for the completion of the national background check. Individuals found to have criminal histories that bar their appointment to the position sought would then be disqualified by the municipal civil service agency pursuant to Section 50(4) of Civil Service Law.

20. Clinton County is in compliance with ADA requirements.