

County of Chautauqua in the State of New York Announces:

DEPUTY SHERIFF/POLICE OFFICER

Examination Number #60038730

Salary: County of Chautauqua - \$24.37-\$40.90/Hour

OPEN TO THE PUBLIC



Examination Date: 9/20/2025

Applications must be Submitted Online by: 8/13/2025

Issued on 7/16/2025 by Chautauqua County Department of Human Resources, Gerace Office Building, Mayville, NY 14757 (716) 753-4237

Exam announcements and application portal can be found on the Internet at chggov.com - Click on "Employment"

APPLICATION AND EXAMINATION PROCESS: Applications may now be completed online at: <https://chautauqua-portal.mycivilservice.com/>. Your application is part of the examination process. **TO APPLY**, you must create an online account and answer all questions with complete information. Vagueness or ambiguity will not be interpreted in your favor. We do not refer to other applications or resumes on file for additional information. Applications that do not show training and/or experience to meet minimum qualifications may be disapproved.

A non-refundable examination processing fee of \$25.00 will be required at the time of application, for each separately numbered examination for which you apply. Fee may be paid by credit/debit card. We cannot accept cash. All fees for examinations are **Non-Refundable** Examination Processing Fees, regardless of the eligibility determination on your application. As no refund will be made, you are urged to review the examination announcement carefully, to compare your qualifications with the requirements for admission, and to file only for those examinations for which you are clearly qualified.

EXAMINATION PROCESSING FEE WAIVER: A waiver of examination processing fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of examination processing 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 processing fee waiver are subject to verification. If you can verify eligibility for an examination processing fee waiver, complete the appropriate section of the Application and submit it by the Application Deadline as listed on the Examination Announcement.**

VACANCIES: This exam is being held for future vacancies as Deputy Sheriff in the Chautauqua County Office of the Sheriff and Police Officer in the Towns and Villages of Chautauqua County, City of Dunkirk, and the City of Jamestown. Candidates accept a permanent appointment from the eligible list for either Deputy Sheriff or Police Office shall be removed from the eligible list upon such appointment.

DUTIES: This work involves the responsibility for the protection of lives and property and the enforcement of all laws and ordinances in an assigned district during a specific period to include assisting in the investigation of criminal offenses and the apprehension of criminals. This is general duty police work consisting of routine patrol operations in an assigned area, preliminary investigations, and related police duties are performed in accordance with departmental rules and regulations. May also perform courtroom security duties. A senior officer regularly checks the work and gives specific instructions and assistance when special problems arise, although a Deputy Sheriff is required to exercise initiative and discretion when faced with emergency conditions. Unusual procedures and special assignments are generally carried out under immediate supervision. Incumbents are required to exercise sound judgment in emergencies. Does related work as required.

RESIDENCY REQUIREMENT: All exam candidates must be legal residents of New York State at the time of application.

Police Officers MUST BE a resident of Chautauqua, Cattaraugus, or Erie County, New York for at least one month immediately preceding the date of appointment and maintain residency during service in this classification. **Preference in appointment for Police Officer** maybe given to successful candidates who are legal residents of the Town, Village, or City in which the appointment is to be made in accordance with Section 23 (4-a) of Civil Service Law and the Chautauqua County Rules for the Classified Service.

Deputy Sheriffs MUST BE a resident of Chautauqua County for at least one month immediately preceding the date of appointment and maintain residency during service in this classification.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

ANTICIPATED ELIGIBILITY – AGE AND EDUCATIONAL REQUIREMENTS: According to Civil Service Law, section 54 which became effective September 4, 2024, applicants who are within 12 months of meeting the minimum age or attaining the minimum educational requirements following the date of examination, may take the civil service exam, but will be restricted from certification until such a time that the minimum age or educational requirements are met.

PLEASE NOTE THE AGE REQUIREMENTS LISTED BELOW. YOU MUST LIST YOUR DATE OF BIRTH WHEN APPLYING FOR EXAM.

ADDITIONAL REQUIREMENTS FOR QUALIFICATION AND PERMANENT APPOINTMENT:

- A. Candidates must be at least 19 years of age on or before 9/20/2025 to be admitted to the written test. Eligibility for appointment begins when the candidate reaches age 20.
- B. Candidates who reach their 43rd birthday on or before the date of the written examination (9/20/2025) are not qualified except as follows: *
 - * Candidates may have a period of military duty or terminal leave up to seven (7) years, as defined in Section 243 (10-a) of the Military Law, deducted from their age for the purpose of meeting the age requirement.*Note: Effective 9/1/25, Section 58.1(a) of the Civil Service Law requires that applicants not be "more than forty-three 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 are advised to contact the local civil service agency to discuss their request.*
- C. **Municipal Police Training Council Standards:** At time of permanent appointment candidates must meet current Municipal Police Training Council standards which require a physical agility test, medical examination, psychological screening, comprehensive drug screening and a criminal background investigation.
- D. Candidates must not have been convicted of a felony. Candidates must not have been convicted of a violation of the selective training and service acts of the United States as provided by the Public Officers Law.
- E. Possession of a New York State driver's license at time of appointment and during service in this classification.
- F. Candidates must be citizens of the United States.
- G. After appointment, candidates will be required to successfully complete a Police Officer Training Course recognized by the New York State Municipal Training Council.

IDENTIFICATION (ID) REQUIREMENT: Examination candidates will need to present a valid photo ID upon arrival at the examination site for purposes of examination security and candidate identification.

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. Candidates who pass the qualifying physical fitness test and who are given a conditional offer of employment will be scheduled to take the required medical examination.

WRITTEN TEST: Designed to evaluate knowledge, skills and/or abilities in the following areas:

- 1) **Situational Judgment** - These questions test for the ability to identify appropriate and effective responses to work-related challenges. You will be presented with scenarios that reflect the types of challenges one could encounter in a work environment. Each scenario will be followed by several responses to the scenario. You must rate the effectiveness of each response.
- 2) **Language Fluency** - These questions test for the ability to read, understand, and present a clear and accurate summary of information. For some questions, you will be given a brief reading passage followed by four statements, each summarizing the information. You must then choose the

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best version. For other questions, you will be given several sentences, one of which contains a spelling, grammatical, or punctuation error. You must then select the line that contains the error.

- 3) **Information Ordering and Language Sequencing** - These questions test for the ability to properly identify the sequence or order of events, or to organize information to fit a timeline. You will be given a brief reading passage followed by one or more questions. You must identify the proper sequence of events in order to answer one or more questions.
- 4) **Problem Sensitivity and Reasoning** - These questions test for the ability to apply information and to identify a problem or potential problem. For some questions, you will be given information in the form of policies, rules, regulations, or laws, which will be followed by a situation. You must then identify the problem and apply the information to select the best course of action to take. For other questions, you will be given a scenario and mock witness statements. You must use this information to answer one or more questions about the scenario.
- 5) **Selective Attention** - These questions test for the ability to focus on completing a task and to pay attention to important details while performing repetitive and monotonous tasks. You will be presented with a series of letters, symbols, and/or numbers. You must select the choice that contains the series of letters, symbols, and/or number that matches exactly.
- 6) **Visualization** - These questions test for the ability to imagine how something will look when it is moved around or when its parts are changed, moved, or rearranged. You will be presented with an image of a face followed by four images of faces. Each face is disguised or altered in some way. Three of the images have a difference in facial structure or facial features. You must select the choice that contains the image with the identical facial structure and facial features.
- 7) **Spatial Orientation** - These questions test for the ability to understand how to navigate within spaces or how to get from one point to another. You will be provided with a map followed by one or more questions. You must imagine yourself at a certain location and orient yourself to the direction in which you would move to get to another location by the shortest (least distance) route.

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 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 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, subject to the retest policy adopted by the Chautauqua County Department of Human Resources.

Copies of the physical fitness, medical standards and retest policy, are available upon request from the Chautauqua County Department of Human Resources.

WAIVER OF QUALIFYING PHYSICAL FITNESS TEST: The Chautauqua County Department of Human Resources reserves the right to waive the above-described Qualifying Physical Fitness Test if the candidate possesses a valid Basic Course for Police Officers (BCPO) Certificate at the time of the Physical Fitness Test scheduling and completes the necessary Waiver Request Form.

NOTICE TO CANDIDATES: CALCULATORS ARE PROHIBITED FOR THIS EXAMINATION.

CELL PHONES OR ELECTRONIC/COMMUNICATION DEVICES AT THE TEST SITE: Do **not** bring cell phones, beepers, headphones, or any electronic or other communication devices to the test room. The presence of such devices in the test room, hallways, restrooms, may result in your disqualification.

CANDIDATES PLEASE NOTE: A Guide for the Written Test for **Entry-Level Law Enforcement** is available at the New York State website www.cs.ny.gov/testing/testguides.cfm. To obtain a hard copy of the guide, please call or write to the Chautauqua County Department of Human Resources, Gerace Office Building, Mayville, New York 14757. Phone 753-4237.

GENERAL INFORMATION / INSTRUCTIONS

CHAUTAUQUA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER: It is the policy of Chautauqua County to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination on the basis of age, race, (including traits historically associated with race, including but not limited to, hair texture and protective hair styles) creed, color, national origin, sexual orientation, military status, sex, disability, genetic predisposition or carrier status, marital status, arrest record or status as a victim of domestic violence, familial status, gender/gender expression, reproductive health decisions, citizenship or immigration status, or any other factor prohibited by law. Employment decisions are based on qualifications, merit and business needs. The policy can be obtained at chggov.com.

THE DIRECTOR OF HUMAN RESOURCES RESERVES THE RIGHT TO ACCEPT OR REJECT APPLICATIONS RECEIVED AFTER THE PUBLISHED LAST FILING DATE FOR THIS EXAMINATION: Applications must be either:

- A. Received at the Chautauqua County Department of Human Resources, Room 144, Gerace Office Building, Mayville, New York 14757 prior to the close of business on or before the last filing date published for this examination, or:
- B. Postmarked on or before the last filing date published for this examination. Please note that mail deposited in a mail box on the last filing date but after the post office's last pick up for that day will receive a post mark for the following day and, therefore, will not be considered a timely submission by this office.

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. **Cross-file application forms are available on the Internet at chggov.com** or by contacting the Chautauqua County Department of Human Resources, Gerace Office Building, Mayville, New York 14757. Phone (716) 753-4237.

LEGAL AUTHORIZATION TO WORK IN THE UNITED STATES: Federal Immigration Law requires employers to verify that all persons hired are legally authorized to work in the United States. If you are hired, you will be asked to swear, under penalty of perjury, that you are legally authorized to work in the U.S., and you will be required to submit proof of that authorization.

CURRENT/PROSPECTIVE MILITARY SERVICE MEMBERS: New York State Law provides for Military Make-up Tests in cases where candidates cannot attend the scheduled test on the published test date due to active military duty. You must file an application for this examination in accordance with this examination announcement and you must request the special test arrangements, which are available. If you expect to enter military service, you may still compete in this examination and be appointed or reinstated after you return from active duty. Contact our office for details.

THIS EXAMINATION IS BEING 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 and review of examinations will apply to this test. The eligible list resulting from an examination may also be used for appointment to the same title or to any other title deemed to be similar and appropriate.

ALTERNATE TEST DATES: State and local examination policy does permit alternate test dates for certain compelling reasons. For details or to request an alternate test date, contact the Department of Human Resources.

LOCATION OF EXAM SITE: Examinations are held in Mayville unless for reasons beyond our control, we must change the test site.

VETERAN CANDIDATES: 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. Applications for veteran's credit are available from this office. Veteran's credits can only be added to a passing score on the examination.

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 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 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.

SECTION 85-a OF THE CIVIL SERVICE LAW: Effective 9/17/02, 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.

ADMISSION TO EXAMINATION: Notice to appear for the examination will be conditional, as review of applications for minimum requirements may not be made until after the written test. Call the Chautauqua County Human Resources Office if you have not received your notice 3 days before the date of the examination. You may not be admitted to the examination room without official notice.

RELIGIOUS ACCOMMODATIONS AND OTHER SPECIAL ARRANGEMENTS: Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, please contact our office so that we can make arrangements for you to take the test on a different date. Applicants with disabilities who require special arrangements should contact our office by the close of the filing period for the examination.

RATINGS REQUIRED: Tests are rated on a scale of 100 with the passing mark at 70. Unless the announcement states otherwise you must pass the written test and the oral test, if any. Test instructions may further divide the tests into parts and set minimum standards for each part.

VERIFICATION OF QUALIFICATIONS: Candidates may be investigated or called for an interview to determine whether they are qualified for appointment. In addition to meeting specific requirements, candidates must be of good moral character and habits.

MEDICAL EXAMINATION/BACKGROUND INVESTIGATION: Applicants may be required to take a medical examination to determine if you are medically and physically capable of performing the duties of the position. You may also 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.