



**RENSSELAER COUNTY**  
**CIVIL SERVICE COMMISSION**  
Opportunities in the Public Service  
**OPEN COMPETITIVE EXAMINATION**

**ACCEPTING ONLINE APPLICATIONS ONLY**

Click [here](#) or visit <https://rensko-portal.mycivilservice.com> to apply online.

**EXAM NUMBER:** 66-052  
**EXAM TITLE:** POLICE OFFICER/DEPUTY SHERIFF  
**EXAM DATE:** SEPTEMBER 9, 2023  
**LAST FILING DATE:** AUGUST 4, 2023

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**NON-REFUNDABLE \$30.00 APPLICATION FILING FEE MUST ACCOMPANY EACH APPLICATION. APPLICATIONS SUBMITTED ONLINE MUST BE PAID BY CREDIT CARD AT TIME OF FILING.**

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**\*\*PROOF OF BIRTH IS REQUIRED WITH EACH APPLICATION\*\***

Attach a copy of your proof of birth i.e. **Driver's License OR Birth Certificate** to your online application. Applications submitted without proof of birth will not be processed.

**POLICE OFFICER/DEPUTY SHERIFF**, Rensselaer County. The resulting eligible list will be used to fill vacancies as they occur in the Rensselaer County Sheriff's Department, the City of Rensselaer, Towns and Villages within Rensselaer County. Appointment is not permanent until completion of the municipal police basic training program, (as required by General Municipal Law Section 209-q) and satisfactory completion of a probationary period.

**RESIDENCY REQUIREMENTS:** Applicants must have been legal residents of RENSSELAER, WASHINGTON, SARATOGA, ALBANY, COLUMBIA, or SCHENECTADY COUNTY for at least four (4) months immediately preceding the date of examination. **Preference in appointment may be given to successful candidates who have been legal residents of the appointing jurisdiction for at least four (4) months immediately preceding the date of examination.** Appointments made to the Rensselaer County Sheriff's Department are required to reside in Rensselaer County and must maintain residency in Rensselaer County throughout employment.

**TYPICAL DUTIES:** A Police Officer/Deputy Sheriff is responsible for the enforcement of laws, ordinances and protection of lives and property in an assigned area during a specific period. These duties consist primarily of routine patrol tasks, assisting in investigation of criminal offenses and the apprehension of criminals. Ordinarily a police officer, whether on patrol work or on special assignment works under the supervision or direction of a highranking officer. However, there is considerable independent responsibility for exercise of sound judgment in emergencies. The incumbent does related work as required.

**SALARY:** (Salary varies according to contract and Agency)

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma or comparable diploma as described in Section 58 of the Civil Service Law.

**AGE:** Candidates must be at least 19 years old on or before **September 9, 2023**, to be admitted to the test and must have reached his or her 20th birthday to be certified as eligible for appointment. **CANDIDATES WHO REACH THEIR 35<sup>TH</sup> BIRTHDAY ON OR BEFORE THE DATE OF THE WRITTEN EXAMINATION ARE NOT QUALIFIED EXCEPT AS FOLLOWS:** \* Candidates may have a period of military duty or terminal leave up to seven years, as defined in Section 243 (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 Commission's alternate test date policy) are advised to contact the Rensselaer County Civil Service Commission at [civilservice@rensko.com](mailto:civilservice@rensko.com) regarding this request **before the date of examination**.

**CITIZENSHIP:** Candidates must have United States citizenship at time of appointment. It is not necessary for admission to the examination.

## **EXAMINATION NO. 66-052 POLICE OFFICER/DEPUTY SHERIFF**

**DRIVER'S LICENSE:** Candidates must possess a valid New York State Operator's License at time of appointment and must maintain licensure throughout term of employment.

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**THE USE OF CALCULATORS IS PROHIBITED FOR THIS EXAM.**

**THERE WILL BE NO RE-TEST OF ANY PORTION OF THIS EXAMINATION.**

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.

**SUBJECT OF EXAMINATION:** 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.

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

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***ADDITIONAL REQUIREMENTS FOLLOWING THE WRITTEN EXAMINATION:***

Candidates are required to participate in and successfully meet the standards prescribed by the Municipal Police Training Council (MPTC) for each qualifying exam:

- \*Physical Agility Fitness Test
- \*Medical Examination
- \*Psychological Examination
- \*Background Investigation

Failure to participate in and successfully meet the standards of the qualifying exams will result in removal from consideration for appointment. Background investigations may include a polygraph test. Candidates may be charged an additional fee for the processing of background investigations.

**QUALIFYING PHYSICAL FITNESS TEST:** will be administered at a later date to candidates who have passed the written test. The physical fitness test includes three (3) elements:

- \*Sit-ups
- \*Push-ups
- \*1.5 Mile Run

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 the age and sex, represent the fortieth (40<sup>th</sup>) percentile of physical fitness as established by the Cooper Institute. Failure on any part of this qualifying test **WILL** remove your name from further consideration for appointment as a Police Officer/Deputy Sheriff in Rensselaer County. Copies of the physical fitness and medical standards are available online at [www.criminaljustice.ny.gov](http://www.criminaljustice.ny.gov) or upon request in the Civil Service Office.

**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. If you are a qualified applicant, who passes the written portion of this examination, and the qualifying physical fitness screening, and are reachable for appointment, and are given a conditional offer of employment by the Police Department, you will be scheduled for a psychological screening and medical review. The medical review is prescribed by the Municipal Police Training Council.

**CROSS-FILER (MULTIPLE EXAMS ON SAME DAY):** If you have applied for any other civil service examination 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 make arrangements to take all your examinations at the State examination center by **emailing our office at [civilservice@rensko.com](mailto:civilservice@rensko.com) no later than two weeks before the test date. Requests received after this date may not be granted.** You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination. You will be advised by letter when and where to report for your examinations and bring all admission letters with you to the designated exam site.

# **EXAMINATION NO. 66-052 POLICE OFFICER/DEPUTY SHERIFF**

## **GENERAL INFORMATION**

1. Each candidate must complete an application form and file it with the Rensselaer County Civil Service Commission, County Office Building, 99 Troy Road, East Greenbush, New York 12061. Applications should be filed as soon as possible after the announcement of the examination. Applications must be submitted online using the Civil Service Portal located on the Rensselaer County website at [www.rensco.com](http://www.rensco.com). **BE SURE EVERY QUESTION IS ANSWERED. SUBMISSION OF A RESUME INSTEAD OF A COMPLETED APPLICATION IS UNACCEPTABLE. AN INCOMPLETE APPLICATION MAY BE DISAPPROVED.** Please contact out office if you are unable to complete the online application process.
  2. Accepted candidates will be notified by email when and where to appear for examination. No one will be admitted to the examination without the official admission notice. If an application is rejected, you will be notified in writing. The Civil Service Commission does not make formal acknowledgment of receipt of an application. **Email the Civil Service Office if you have not received your notice three (3) days prior to the date of examination. Send emails to: [civilservice@rensco.com](mailto:civilservice@rensco.com).**
  3. Unless otherwise stated, all candidates are required to be legal residents of Rensselaer County for four (4) months immediately preceding the date of examination. Appointing authorities may give preference to legal residents of their jurisdiction. (Candidates who are not residents of Rensselaer County but live within the geographical boundaries of a governmental agency under the jurisdiction of the Rensselaer County Civil Service Commission will be considered residents for examinations held to fill positions in that governmental agency.)
  4. **SENIORITY CREDITS-(PROMOTIONAL EXAMS ONLY)** will be added to an eligible score as follows: Using as a basis six (6) months of continuous permanent or contingent permanent service in the jurisdiction for which the eligible list is being established as an equivalent to 0.1. No seniority credit will be allowed for service in excess of twenty (20) years.
  5. For purposes of claiming veterans credits on a Civil Service examination, an applicant must have received an honorable discharge and have served in the armed forces of the United States at any time during the following periods:

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| December 7, 1941 to December 31, 1946     | June 1, 1983 to December 1, 1987*      |
| June 27, 1950 to January 31, 1955         | October 23, 1983 to November 21, 1983  |
| December 22, 1961 to May 7, 1975          | December 20, 1989 to January 31, 1990* |
| August 2, 1990 to end of such hostilities |  |
- \*Credit for Lebanon, Grenada and Panama will be limited to those who receive the armed forces expeditionary medal, the navy expeditionary medal or the Marine Corps expeditionary medal. Veterans wishing to claim additional credit on the examination must make claim when filing application. All veterans making application for additional credit must file a Photostat copy of their discharge papers with applications. A candidate who fails to establish, by appropriate documentary proof, his eligibility to receive additional credit by the time an eligible list is established, shall **not**, thereafter be granted additional credit on such eligible list. 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 examination. 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 prove appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of the 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.
6. 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 (10) points in a competitive examination for original appointments 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 (2) months from 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.
  7. This written examination is 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 and review of examinations will apply. **VERIFICATION OF QUALIFICATIONS** may be investigated and candidates may be called for an interview to determine whether they are qualified for appointment. You may be required to take a medical examination to determine if you are medically and physically capable of performing the duties of the position.
  8. Eligible lists will be established in order of final rating for successful candidates and will be established for a period of four (4) years or until the establishment of an appropriate new list.
  9. **NOTICE TO CANDIDATES:** Unless otherwise notified, candidates are permitted to use quiet, hand-held solar or battery powered calculators. Cell phone calculators are not permitted. Devices with typewriter keyboards, spell-check, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited.
  10. **APPLICATION FEE:** A **non-refundable** fee of \$20.00 is required for each separately numbered examination for which you apply. Certain examinations will require a \$30.00 filing fee. **The required examination fee listed on pg.1 of this announcement must be paid online at time of filing each application.** As no refund will be made, 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.
  11. **APPLICATION FEE WAIVER:** 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, you must complete a "Request for Application Fee Waiver and Certification" form **and provide the required documents with your application** by the application deadline as listed on the Examination announcement. The Examination Fee Waiver Request and Certification Form is available at time of submitting your online application. Application Fee Waiver and Certification Forms **WILL NOT** be accepted after the last filing date of an examination or without the required documentation.

**EXAMINATION NO. 66-052 POLICE OFFICER/DEPUTY SHERIFF**

12. **Religious Accommodations:** 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, check the appropriate box under “Religious Accommodations” on your application. We will make arrangements for you to take the test on a different date.

**RENSELAER COUNTY CIVIL SERVICE COMMISSION IS AN EQUAL OPPORTUNITY EMPLOYER.**