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**OTSEGO COUNTY ANNOUNCES AN OPEN-COMPETITIVE EXAMINATION FOR
Village Police Chief #60-071**

EXAMINATION DATE: March 3, 2012

LAST DATE TO FILE: Applications must be received in the Otsego County Personnel/Civil Service office or postmarked no later than February 17, 2012.

VACANCIES: The eligible list resulting from this examination will be used to fill vacancies as they occur in the Village of Cooperstown Police Department.

RELIGIOUS ACCOMMODATION-DISABLED PERSONS-MILITARY MEMBERS: Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and disabled candidates who require special accommodations to take the test should indicate the need for special arrangements on their application. Candidates who are called to military service after filing an application should send requests for an alternate test date to the Otsego County Civil Service/ Personnel Office as soon as possible before the test date. If you apply for an examination during the filing period, but are on active military duty on the date the examination is scheduled, you may request a military make-up examination. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten (10) days before the test date.

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.

FILING FEE: A fee of **\$25.00** is required for each separately numbered examination for which you apply. *The required fee must accompany your application.* Make money order payable to County of Otsego and write the examination number(s) and your Social Security Number on your money order. **PERSONAL CHECKS AND CASH WILL NOT BE ACCEPTED. NO EXCEPTIONS.** As no refunds 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. No determination of eligibility will be made prior to filing of applications.

APPLICATION FEE WAIVER: A waiver of the application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of the 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. This form can be obtained at the Personnel/Civil Service Office or on our website at www.otsegocountyemployment.com

RESIDENCY REQUIREMENT/PREFERENCE: There are no residency requirements for this examination. However, pursuant to Section 3(2) of the Public Officer's Law, to be appointed and employed as a member of the Police Force, a candidate **MUST** be a resident of Otsego County or a resident of a county contiguous to Otsego County.

VETERAN'S CREDIT: Active service members, veterans or disabled veterans desiring to claim additional credit may submit an "Application for Veterans Credits" accompanied by the form DD-214 prior to the establishment of the eligible list. **IT IS YOUR RESPONSIBILITY TO SEE THAT THE FORM DD-214 IS SUBMITTED TO THIS OFFICE. FAILURE TO SUBMIT A COPY OF YOUR DD-214 TO THIS OFFICE PRIOR TO THE ESTABLISHMENT OF ANY ELIGIBLE LIST WILL RESULT IN NO ADDITIONAL CREDIT BEING GRANTED.** 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. 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. An application for Veteran's Credit can be found on our website www.otsegocountyemployment.com

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of police administration and of police methods; thorough knowledge of scientific methods of crime detection and criminal identification; through knowledge of controlling laws and ordinances; a demonstrated ability to lead and direct the activities of police officers; ability to maintain cooperative relationships with other municipal officials and with the general public; high social intelligence; resourcefulness and sound judgment in emergencies; demonstrated integrity; tact; good physical condition.

MINIMUM QUALIFICATIONS: Four years of experience as a police officer and completion of a standard high school course; training at a state or national police training school of recognized standing highly desirable.

SPECIAL REQUIREMENT: Possession of a valid New York State Operator's License at time of appointment.

SUBJECT OF EXAMINATION: **The use of calculators is PROHIBITED for this examination.** A written test designed to evaluate knowledge, skills and/or abilities in the following areas:

1. **KNOWLEDGE OF LAW ENFORCEMENT METHODS, PRACTICES AND PROCEDURES** - These questions test for knowledge of accepted police methods and practices and/or their application to situations in the police field. The questions are a sampling of the various knowledge that police personnel may be required to possess in the course of their day-to-day, work related activities. Areas covered include investigation procedures, patrol techniques, police-community relations, courtroom procedures, personnel practices, policy making and budgeting procedures.
2. **KNOWLEDGE OF NEW YORK STATE LAWS** - These questions test the candidates' knowledge of the laws in effect on January 1, 2012. This portion of the test is sampling of the various sections of the law that police personnel may encounter in the course of their day-to-day work-related activities. Laws covered may include the Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, Family Court Act and other laws relevant to law enforcement in New York State.
3. **ADMINISTRATION - POLICE** - These questions test for knowledge of the managerial functions involved in directing an organization or an organizational segment. These questions cover such areas as: developing objectives and formulating policies; making decisions based

on the context of the administrators position and authority; forecasting and planning; organizing; developing personnel; coordinating and informing; guiding and leading; testing and evaluating; and budgeting.

4. **SUPERVISION - POLICE-** These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale and discipline.
5. **UNDERSTANDING AND INTERPRETING WRITTEN MATERIAL** – These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.
6. **PREPARING WRITTEN MATERIAL IN A POLICE SETTING** – These questions test for the ability to prepare the types of reports that police personnel write. Some questions test for the ability to present information clearly and accurately. They consist of restatements of information given in note form. You must choose the best version from each set of four choices. Other questions test for the ability to organize paragraphs. They consist of paragraphs with their sentences out of order. For each of the paragraphs you must choose, from four suggestions, the best order of the sentences.

A Guide for the Written Test for Police Chief/Assistant Chief" series is available on the New York State Department of Civil Service website at <http://www.cs.state.ny.us/testing/localtestguides.cfm>. Candidates not having access to a computer or the internet may request a copy of the test guide from the Otsego County Civil Service/Personnel Office at (607) 547-4239.

P.E.R.C. STATEMENT: The final 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 accuracy. 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.

ADMISSION NOTICES: Approved candidates will receive admission letters indicating the date, time, and location their exam is scheduled no later than two weeks before the scheduled exam date. It is the responsibility of the candidate to notify the Personnel/Civil Service Office of any change in name or address. No attempt will be made to locate candidates who have moved.

CROSS-FILING: 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 calling (518) 457-7022 no later than two weeks before the test date. If you have applied for other local government examinations, call or write to each civil service agency to make arrangements no later than two weeks before the date of the examinations.

You must notify all local government civil service agencies with which you have filed an application of the test site at which you wish to take your examination. Please complete and submit with your examination application an Otsego County Cross-Filer Notification Form. This form can be found on our website www.otsegocountyemployment.com or at the Otsego County Civil Service/Personnel Office.

APPLICATIONS AND ANNOUNCEMENTS may be obtained by writing or calling the Otsego County Civil Service/Personnel Office, 197 Main Street, Cooperstown, New York 13326, or downloaded from the County's website at www.otsegocountyemployment.com. **NOTICE: ONLY APPLICATIONS SUBMITTED TO THE OTSEGO COUNTY PERSONNEL OFFICE WILL BE CONSIDERED FOR THIS EXAMINATION. RESUMES WILL NOT BE ACCEPTED AS A SUBSTITUTE FOR YOUR APPLICATION BUT WILL BE ACCEPTED ONLY AS AN ADDITION TO YOUR APPLICATION. ALL RELEVANT INFORMATION MUST BE CONTAINED IN YOUR APPLICATION.** A separate application must be filed for **EACH** examination for which you apply. Applications must contain the correct examination title and/or number in order to be considered. The Otsego County Personnel Office reserves the right to accept or to reject applications/fees submitted which are postmarked after the last announced filing date. The Otsego County Personnel Office is **NOT** responsible for lost or misdirected mail. **NOTE:** Unless otherwise specified, all required experience must be full time paid or its part time paid equivalent. **You are responsible for submitting an accurate, adequate and clear description of your experience. Omissions or vagueness will NOT be interpreted in your favor.** Applicants for examination must meet all minimum qualifications on or before the examination date with no tolerances allowed. If an applicant lacks the required experience or has not completed all required training at the time he/she submits an application, but is serving in a qualifying position or will complete all required coursework by the date of the examination, he/she may be approved **CONDITIONALLY** to take an examination, pending verification of successful completion of all experience and training requirements. Applications for examination can be obtained from the Otsego County Personnel Office, 183 Main Street, Cooperstown, New York or downloaded from the County's website at www.otsegocountyemployment.com

ALTERNATE TEST DATE POLICY: Under specific circumstances an alternate test date may be arranged in accordance with established policy. Your request and verifiable documentation should be submitted at least one week prior to the test date or in case of emergency no later than 5:00 PM on the next business day following the test. A copy of the Alternate Test Date Policy is available on the County's website at www.otsegocountyemployment.com, or by calling the Civil Service/Personnel Office at 607-547-4239. ***IN NO CASE SHALL THE EXAMINATION BE GIVEN LATER THAN THE FOLLOWING SATURDAY***

Dated: January 31, 2012

OTSEGO COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.