

ULSTER COUNTY CIVIL SERVICE EXAMINATION ANNOUNCEMENT



Ulster County Personnel Department
244 Fair Street, PO Box 1800, Kingston, NY 12402-1800
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Email: ucpers@co.ulster.ny.us
Internet website: <http://www.co.ulster.ny.us/personnel/index.html>
AN EQUAL OPPORTUNITY EMPLOYER

NON-REFUNDABLE FILING FEE \$20.00
Exception to Fee Requirement (See Pages 2 and 3)

#61702 CONSTABLE

OPEN-COMPETITIVE EXAMINATION

LAST DATE FOR FILING APPLICATIONS: June 13, 2023

EXAMINATION DATE: July 15, 2023

SALARY: The starting salary varies by location.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirement(s) on or before the date of the examination:

Graduation from high school or possession of a high school equivalency diploma.

Special Requirements:

1. Possession of a valid New York State Driver license may be required; AND
2. Pursuant to Section 25-a of the Town Law, fingerprints must be submitted prior to appointment.

APPLICATION REVIEW TOLERANCE POLICY

For the purposes of this policy, "tolerance" shall mean the leeway given regarding work experience when reviewing an application. Applicants lacking a small amount of work experience when applying for promotional or open-competitive examinations may qualify under the following conditions:

- 1) Candidates will be given a maximum tolerance of one (1) month.
- 2) Tolerance will be given only when the minimum qualification requires one or more years of work experience.
- 3) Tolerance Policy does not apply to education or licensure/certification requirements. (See particular examination announcement for "Anticipated Eligibility" information).
- 4) Tolerance Policy does not apply where required work experience is set forth by law or rules.
- 5) Tolerance Policy does not apply to enable applicants to meet residence requirements.

For more information regarding Tolerance Policy, please contact our office at (845) 340-3550.

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the performance of peace officer duties as defined under the New York State Criminal Procedure Law. A constable works under the general supervision of the town board with leeway allowed for the exercise of sound independent judgment in emergencies. This class differs from that of a police officer by virtue of the lack of the full powers of a police officer. Does related work as required.

SUBJECT OF EXAMINATION: Written test will cover knowledge, skills, and/or abilities in such areas as:

Advising and interacting with others

These questions test for the ability to interact with other people in order to gather and present information and to provide assistance and advice in a courteous and professional manner.

Preparing written material

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

Applying written information (laws, rules, regulations, procedures, etc.) in civil law enforcement and court-related situations

These questions test how well you can apply written information, in the form of rules, to given situations similar to those typically encountered by civil law enforcement employees, court attendants, and court security officers. All information needed to answer the questions is contained in the rules, regulations, etc., which are cited.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available online at: <https://www.cs.ny.gov/testing/testguides.cfm>.

CALCULATORS: "Unless specifically prohibited, candidates are permitted to use non-programmable, quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, 'Spell-Checkers', 'Personal Digital Assistants', 'Address Books', 'Language Translators', 'Dictionaries' and any similar devices are prohibited."

***FEES*:** Send your check or money order for twenty dollars (\$20.00) (made payable to **COUNTY OF ULSTER**) with your application. Please include the examination number, title, and applicant's name on your check or money order. **DO NOT SEND CASH. NO REFUNDS WILL BE ISSUED**, therefore, you are urged to compare your qualifications carefully with the qualifications for admission and apply only for those examinations for which you are clearly qualified.

EXCEPTION TO FEE REQUIREMENT: An exception to the processing fee will be made for persons receiving Supplemental Social Security payments or public assistance (Safety Net Assistance or Temporary Assistance to Needy Families), provided Foster Care or certified Workforce Investment Act of 1998 eligible through a state or local social service agency, and for those who are currently unemployed. Individuals wishing to claim this waiver of fee on the basis of Supplemental Social Security, Safety Net Assistance or Temporary Assistance to Needy Families, must certify on their application, under number 12 Remarks, that they are receiving public assistance and must indicate the type of assistance they are receiving, the agency providing the assistance and their case numbers. Persons claiming this waiver through Foster Care or Workforce Investment Act of 1998 Certification must specify the program and name of their contact agency. Persons claiming this waiver, who are currently unemployed must certify on their application, under number 12 Remarks, that they are currently unemployed and must provide documentation that they are receiving unemployment benefits or other unemployment documentation deemed appropriate by the Ulster County Personnel Director. Such claims are subject to later verification and, if not supported by appropriate documentation, are grounds for barring appointment.

EXCEPTION TO FEE REQUIREMENT FOR HONORABLY AND OTHER DISCHARGED VETERANS:

An exception to the exam processing fee will be made for Honorably and other Discharged Veterans. As provided by New York State Civil Service Law Section 50.5(b) the term "veteran" shall mean a person who has served in the armed forces of the United States or the reserves thereof, or in the army national guard, air national guard, New York guard, or the New York naval militia, and who (1) has been honorably discharged or released from such service under honorable conditions, or (2) has a qualifying condition, as defined in section three hundred fifty of the executive law, and has received a discharge other than bad conduct or dishonorable from such service, or (3) is a discharged LGBT veteran, as defined in section three hundred fifty of the executive law, and has received a discharge other than bad conduct or dishonorable from such service. The term "armed forces" shall mean the army, navy, air force, marine corps, and coast guard.

All claims for application fee waiver are subject to verification. If you can verify eligibility for this exam application fee waiver, persons must certify on their application, under number 12 Remarks, that they meet the above required criteria and must provide a copy of their DD214 showing the type of discharge from military service.

VETERANS CLAIMING ADDITIONAL CREDITS: Non-disabled and disabled veterans who wish to claim additional credits **MUST** request a Veterans Credits application from our office. This form must be completed and submitted along with a war service (DD214) form prior to the establishment of the resulting eligible list. Veterans credits may only be added to a passing score and may only be used for appointment once. Candidates currently in the armed forces may apply for and be conditionally granted veteran's credits. Any candidate who applies for such credits must provide proof of military status to receive the conditional credits. **You may not claim additional Veterans Credits after the eligible list has been established. It is the candidate's responsibility to request the Veterans Credits application forms and submit these forms and any required supporting paperwork before the eligible list is established.**

On November 5, 2013, New York State voters approved an amendment to Article 5, section 6, of the New York Constitution regarding the award and use of additional credits for certain disabled veterans on open competitive and promotion civil service examinations for positions with New York State and local governments.

For eligible lists established after January 1, 2014, disabled veterans may be entitled to additional credits on a civil service examination. Every situation is different. If you have specific questions or concerns, please contact our office.

Applications may be obtained at the Ulster County Office Building, Personnel Department, 244 Fair Street - 5th Floor, P.O. Box 1800, Kingston, NY 12402-1800 OR by mail (INCLUDE A STAMPED SELF-ADDRESSED, LEGAL- SIZE ENVELOPE) OR from our website at: <http://www.co.ulster.ny.us/personnel/index.html>. Applications must be received by the Ulster County Personnel Department or postmarked no later than the 'LAST DATE FOR FILING APPLICATIONS' stated on page one of this announcement.

For those applications submitted in person on the last file date, please submit no later than 4:30 PM. All applications must be in our office no later than 5:00 PM on the last file date. Applications postmarked by the last file date will also be accepted.

This 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 test.

CRIMINAL BACKGROUND INVESTIGATION POLICY: In accordance with Ulster County Local Law Number 14 of 2007, a criminal background check (including fingerprinting) will be initiated by the Ulster County Personnel Department upon initial employment or re-hire to Ulster County positions, and conducted by the New York State Division of Criminal Justice Services (DCJS), the New York State Office of Court Administration, the United States Citizenship and Immigration Services Verification Information System (IMAGE Program), or any law enforcement agency.

SPECIAL NOTE: All public agencies are required by law to provide full and equal opportunities for minorities, women and to people with disabilities. All qualified candidates are encouraged to compete without regard to race, creed or national origin. Applicants requesting special testing arrangements as a Saturday Sabbath Observer, alternate test date candidate (in accordance with Alternate Test Date Policy), or an active member of the military away from the area on the scheduled test date must clearly indicate this fact on the application. All such requests must be supported by appropriate documentation.

ADDITIONAL CREDITS FOR CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY: 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.

APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON SAME DATE: If you have applied for any other Civil Service examinations for employment with any other local government jurisdiction, you must make arrangements to take all the examinations at one test site. Please indicate your intentions under #12 remarks on the application for examination.

If you have applied for both State and local government examinations, you must inform the Ulster County Personnel Department of your intent to participate in both exams no later than **two weeks** before the date of the examinations. When taking local and State examinations on the same day, all of these examinations must be taken at the State test site. You will be informed by letter when and where to report for the examinations and you should bring the Ulster County admission notice with you to the State test site along with the State admission notice you will receive from the State.

If you have applied for other local government examinations, you must inform all local government civil service agencies of the test site at which you wish to take your examination(s) no later than **two weeks** before the date of the examinations.

For this examination write your intentions under #12 Remarks on the last page of the Ulster County Examination Application OR write a letter to the Ulster County Personnel Department, 244 Fair Street – 5th Floor, PO Box 1800, Kingston, NY 12402.

*If candidates have not received notification of this examination within four (4) days of the examination, they should contact this office immediately.

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ORIGINAL COPY: YELLOW

ISSUED: May 10, 2023