

# ULSTER COUNTY CIVIL SERVICE EXAMINATION ANNOUNCEMENT



Ulster County Personnel Department  
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Email: [ucpers@co.ulster.ny.us](mailto:ucpers@co.ulster.ny.us)  
Employment/Examination Portal: <https://ulster-portal.mycivilservice.com/>  
AN EQUAL OPPORTUNITY EMPLOYER

NO FILING FEE FOR THIS EXAMINATION

## ULSTER COUNTY SHERIFF'S OFFICE

### #71069 DEPUTY SHERIFF – DETECTIVE SERGEANT

### PROMOTION EXAMINATION

LAST DATE FOR FILING APPLICATIONS: May 1, 2024

EXAMINATION DATE: June 1, 2024

SALARY: The starting salary is currently listed at \$36.47 per hour.

QUALIFYING EXPERIENCE FOR TAKING THE TEST: At the time of examination, candidates must have twenty-four (24) months permanent, competitive class status in the position of Deputy Sheriff – Sergeant; OR, candidates must have either thirty-six (36) months permanent, competitive class status in the position of Deputy Sheriff – Detective, OR, thirty-six (36) months, permanent, competitive class status in the position of Deputy Sheriff assigned to the detective unit. Candidates must be presently employed by the Ulster County Sheriff's Office

Any person otherwise meeting the requirement(s) for the examination who was laid-off from an agency for which the examination is being held, and whose name is presently on a preferred list, is eligible to compete in the examination. When completing their applications, such persons should be sure to indicate their present employment and/or the title and location of their last permanent employment in the municipality.

## 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:** This is specialized police work involving the primarily the supervision of the Detective Unit within the Sheriff's Department. This includes directing and coordinating the activities of Detectives engaged in gathering facts and collecting evidence for criminal cases for the purpose of arrest and conviction of offenders. This includes overseeing the investigation of incidents and offenses including but not limited to death cases, sex offenses, violent felony offenses, burglary and stolen property offenses, gambling offenses, Internet crime offenses and controlled substance offenses. Additionally, overseeing Detectives assigned to interagency task forces who work in areas of specific crimes, including drug enforcement and family violence. The work involves a considerable amount of verbal interaction and communication with offenders, victims, witnesses, attorneys, judges and court personnel. This requires a person in this position to show substantive diplomacy, empathy and discernment in varying situations. The class of Detective Sergeant differs from that of Detective by the increased responsibility of supervisory and administrative duties. Additionally, a Detective Sergeant is responsible for investigating more complex, high-profile cases including internal affairs. The work is performed under the general supervision of the Deputy Sheriff Captain or higher-ranking titles with wide latitude and discretion being given to perform appropriate investigations and interrogations. Does related work as required.

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

**Evaluating information and evidence**

These questions test for the ability to evaluate and draw conclusions from information and evidence. Each question consists of a set of facts and a conclusion based on the facts. The candidate must decide if the conclusion is warranted by the facts.

**Investigative techniques and criminalistics**

These questions test for knowledge of criminal investigation techniques and criminalistics. The questions will deal with, but will not necessarily be restricted to, such concepts as: interviewing; interrogation; evidence gathering and preservation; and surveillance.

**Supervision**

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.

**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.

**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.

**New York State Laws – Police**

These questions test for knowledge of the laws in effect on January 1, 2024 that law enforcement personnel may encounter in the course of their day-to-day work-related activities. The questions are a sampling of job-related sections of the Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, Family Court Act and other laws relevant to law enforcement in New York State.

Test guide:

A Guide for the Written Test for Police Supervisors/Investigators 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.

**NOTICE TO CANDIDATES:** THE USE OF CALCULATORS/CELL PHONES IS PROHIBITED IN THIS EXAMINATION.

POINTS WILL BE ADDED TO AN ELIGIBLE SCORE AS FOLLOWS:

\*Seniority . . . . . For each year 0.2

\*Seniority is based on the length of continuous competitive (permanent) class service in the jurisdiction up to a maximum of twenty (20) years.

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.

**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.

**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.

Applications **MUST** be filled out electronically within the Ulster County Employment/Examination Portal, <https://ulster-portal.mycivilservice.com/>.

You can also apply in person, using any available computer at the Ulster County Personnel Department, Monday through Friday between 9:00 am and 4:30 pm at the following address:

Ulster County Personnel Department  
County Office Building, 244 Fair Street, 5<sup>th</sup> Floor  
Kingston, NY 12401

**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.

**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 within the REMARKS text box 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.

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

**#71069**

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ISSUED: April 1, 2024

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