

GENESEE COUNTY HUMAN RESOURCES
COUNTY BUILDING I, BATAVIA, NEW YORK

ANNOUNCES
A PROMOTIONAL EXAMINATION FOR:

DEPUTY SHERIFF SERGEANT, PROM #70006-020

SALARY: \$41.04 - \$45.34 per hour (2025) Genesee County.

This examination is being held to establish an eligible list to fill future vacancies which may occur during the life of the eligible list.

An eligible may receive only one permanent appointment from this list. Once appointed, there will be a Probationary Period of 8-26 weeks where candidates will be evaluated based on performance of duties.

LAST FILING DATE-----MAY 7, 2025

EXAMINATION DATE-----JUNE 14, 2025

MINIMUM QUALIFICATIONS: Candidates must meet the following requirement on or before the last filing date:

Applicants must be current employees of the Genesee County Sheriff's Department with three (3) years of full-time permanent, competitive status, at the Genesee County Sheriff's Department, in the title of Deputy Sheriff. Candidates must have continued their above employment through the period leading to the date of appointment from the Eligible List. **[PLEASE INDICATE ALL RELEVANT EXPERIENCE ON YOUR APPLICATION].**

NOTE: PHOTO ID WILL BE REQUIRED ON THE DAY OF THE EXAMINATION.

CANDIDATES, PLEASE NOTE: It is vital that you submit, with your application, all information necessary to show your qualification for examination. APPLICATIONS WHICH DO NOT SHOW TRAINING AND/OR EXPERIENCE TO MEET MINIMUM QUALIFICATIONS WILL BE DISAPPROVED, AND WE WILL NOT REFER TO OTHER APPLICATIONS ON FILE FOR ADDITIONAL INFORMATION.

NOTE – FILING FEES: Genesee County Human Resources has temporarily waived the collection of examination fees for all candidates beginning with Civil Service examinations scheduled after June 1, 2022 through December 31, 2025.

TYPICAL WORK ACTIVITIES:

Supervises a working shift of deputies;
Conducts patrols, observing for violations of the State Vehicle and Traffic Laws and other Laws of New York State;

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TYPICAL WORK ACTIVITIES, Cont'd:

Conducts investigations of criminal complaints, including interviews to obtain statements, to determine nature and cause of crime;
Prepares information for court or for files;
Investigates accidents, including performing activities normally performed by a Deputy;
Supervises the activities of the jail, including jail checks, and booking or releasing of prisoners;
Supervises the Communications Section Civil Bureau, Court Security and Drug Task Force of the Department;
Prepares and conducts in-service training, as directed by the Sheriff or Undersheriff;
Cooperate with other law enforcement agencies in the County;
Appears before the Grand Jury, and at other hearings;
May perform court security duties in various courtroom settings;
Prepares written reports, as required;
Performs other duties as assigned by Sheriff, Undersheriff, Chief Deputy - Road Patrol;
Counsels subordinates and recommends discipline.

SUBJECT OF EXAMINATION: A test designed to evaluate knowledge, skills and/or abilities in the following areas:

1. Law Enforcement Methods and Practices
2. New York State Laws-Police
3. Supervision
4. Understanding and Interpreting Written Material
5. Preparing Written Material in a Police Setting

USE OF A CALCULATOR IS PROHIBITED FOR THIS EXAMINATION.

EXPANDED SUB-TEST DESCRIPTION:

Law Enforcement Methods and Practices-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.

New York State Laws – Police-These questions test for knowledge of the laws in effect on January 1, 2025 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.

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;

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EXPANDED SUB-TEST DESCRIPTION, Cont'd:

Supervision, Cont'd: 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.

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.

CROSS-FILING: If you have applied for other local government or state 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 whom you have filed an application of the test site at which you wish to take your examinations. The "Cross-filer Form" for Genesee County can be obtained at Genesee County Human Resources, 15 Main St., Batavia, NY 14020 or from our website, www.geneseeny.gov.

NOTE: Religious Accommodations or Persons with Disabilities: If special arrangements for testing are required, please indicate this on your application. An explanation of your need for special testing accommodations must be attached to your application. If due to disability – medical documentation must be provided.

ACTIVE MILITARY MEMBERS: Any member of the armed forces of the United States who has duly filed an application to compete in a scheduled competitive examination but was deprived of the opportunity to compete in the examination due to active military duty could be provided with a special military make-up examination. Current members of the Armed Forces may apply for Veteran's credits by filing an "Application for Veteran's Credits" (Form VC-1). The "Application for Veteran's Credits" can be

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ACTIVE MILITARY MEMBERS, Cont'd: obtained at Genesee County Human Resources, 15 Main St., Batavia, NY 14020 or from our website at, www.geneseeny.gov. Proof of military status must also be presented and verified in order for consideration of granting of "conditional" Veteran's credit. Acceptable proof may include a military I.D. card, military orders, or other official military document that substantiates active military service at time of exam. This documentation and VC-1 Form must be received prior to the establishment of the Eligible List for this examination. The "conditional" status of the additional credits will remain until proof is provided indicating that the service was in time of war and that the veteran received an honorable discharge, or was released under honorable circumstances.

VETERANS: Additional credits are available to veterans who meet certain established requirements. Veterans who have not exhausted their credits should make application for their use, if desired. A COMPLETED APPLICATION FOR VETERANS CREDITS (FORM VC-1) AND a COPY OF SEPARATION PAPERS (FORM DD-214) MUST BE RECEIVED BEFORE THE ELIGIBLE LIST FOR THIS EXAMINATION IS ESTABLISHED IN ORDER TO UTILIZE ADDITIONAL CREDITS. DISABLED VETERANS MUST SUBMIT, IN ADDITION, A COPY OF FORM VC-3 (AUTHORIZATION FOR DISABILITY RECORD). The "Application for Veteran's Credits" can be obtained at Genesee County Human Resources, 15 Main St., Batavia, NY 14020 or from our website at, www.geneseeny.gov.

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 must provide the necessary documentation to verify additional credit eligibility within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

PUBLIC SERVICE LOAN FORGIVENESS: College graduates with student loans may be eligible to have part of their loan paid for after being employed in a full-time position at Genesee County. Additional information is available at <https://studentaid.ed.gov/sa/sites/default/files/public-service-loan-forgiveness.pdf>.

SENIORITY CREDITS: Candidates who pass the written and qualifying tests will have seniority credits added to their scores as follows:

Less than 1 year	0 points
1 year up to 6 yrs.	1 point

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SENIORITY CREDITS, Cont'd:

over 6 yrs. up to 11 yrs.	2 points
over 11 yrs. up to 16 yrs.	3 points
over 16 yrs. up to 21 yrs.	4 points
over 21 yrs. up to 26 yrs.	5 points

PLACE TO FILE: To get an application, come in or send a stamped, self-addressed envelope to: Genesee County Human Resources, County Building I, 15 Main Street, Batavia, NY 14020 or download from our website: www.geneseeny.gov. Phone 344-2550 x 2221

Applications mailed to us must be postmarked with a date no later than the last filing date indicated on this announcement.

To apply online, please use the following link: <https://genesee-county.docuware.cloud/DocuWare/Forms/promotion-exam-application?orgID=156f4fcb-907d-41d4-a2a4-ea0ced8838b5>

Online applications must be submitted no later than 5:00 p.m. on May 7, 2025.

All correspondence will be sent only to the address provided on the application for examination. It is your responsibility to inform the Genesee County Human Resources office of any change of address. Correspondence returned for incorrect address will not be forwarded. All address changes must be submitted to the Genesee County Human Resources office in writing

APPLICANTS: Please contact this office three days prior to examination if you have not been notified by us, as to your eligibility to participate in this examination.

The final rating key for this examination will be established by the State Civil Service Commission prior to the testing date, 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. The committee was selected with the assistance and endorsement of the Police Conference of New York, Inc., the New York State Association of PBAs, Inc., and the New York State Association of Chiefs of Police, Inc.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

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