

**REISSUED- LAST FILING DATE EXTENDED**  
**WARREN COUNTY DEPARTMENT OF CIVIL SERVICE ADMINISTRATION**  
**Announces**  
**OPEN COMPETITIVE EXAMINATION**  
**For**  
**POLICE OFFICER**

**LAST FILING DATE:** August 17th, 2022

**STATE NO. 64125**

**EXAMINATION DATE:** September 17, 2022 or September 18, 2022

**LOCAL NO. 11186**

**NON-REFUNDABLE \$15.00 APPLICATION FEE REQUIRED**

**(CHECK OR MONEY ORDER ONLY – NO CASH)**

**(Payable to Warren County Treasurer)**

**NOTICE: CANDIDATES MAY BE ASSIGNED TO SATURDAY 9/17/22 OR SUNDAY 9/18/22 DEPENDING ON  
PUBLIC HEALTH COVID-19 REQUIREMENTS OR OTHER EXAM HOLDING REQUIREMENTS**

**LOCATION/VACANCIES: CITY OF GLENS FALLS POLICE DEPARTMENT POSITIONS:** This examination is being held to establish an eligible list to be used as vacancies in the City of Glens Falls Police Department may exist or occur during the life of the eligible list.

**SALARY:** \$44,051 (2022 Base)

**RESIDENCY:** Candidates must have been legal residents of Warren County or a contiguous county (Essex, Hamilton, Saratoga or Washington) for at least four months immediately preceding the date of the written exam. Preference in appointment may be given to candidates who are residents of Warren County in accordance with Civil Service Law and Rules.

**DUTIES:** The work involves responsibility for the enforcement of laws, ordinances and protection of lives and property. These duties consist primarily of routine foot or car patrol tasks, assisting in criminal investigations and the apprehension of criminals. Work assignments are performed under the supervision of a higher-ranking officer; however, with leeway provided for exercise of sound judgment in emergency or life-threatening situations. Does related work as required.

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

**SPECIAL REQUIREMENTS:**

**Age:** Candidates must be at least 19 years old on or before the date of the examination to take the test. Eligibility for appointment as a police officer begins when the candidate reaches age 20.

Section 58.1(a) requires that applicants not be “...more than thirty-five (35) years of age as of the date when the applicant takes the written examination...” 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.

Candidates who may be impacted by the maximum age requirement and who are requesting an alternate test date (for active military duty, Religious observance or for an alternate test date situation which meets the conditions of the agency’s alternate test date policy) are advised to contact Warren County Civil Service Administration to discuss their request.

**Citizenship:** United States Citizenship is required at the time of appointment.

**Driver's License:** Candidates must possess a valid New York State Operator's license at the time of appointment and must maintain such license throughout the tenure of employment in the position.

**Training Requirements:** Appointed candidates must satisfactorily complete the Basic Course for Police Officers as prescribed by the Municipal Police Training Council within the time prescribed in NYS law and regulations.

**SUBJECTS OF WRITTEN EXAM:** There will be a written test which you must pass in order to be considered for appointment. The test is 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.

**Test guide:** 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 Warren County Civil Service Administration at the Warren County Municipal Center, 1340 State Route 9, Lake George, New York 12845 or call 518-761-6440.

**Note: CALCULATORS ARE PROHIBITED FOR THIS EXAM.** No books or reference material will be allowed into the exam site. Cell phones are **PROHIBITED**.

**PHYSICAL FITNESS, MEDICAL, PSYCHOLOGICAL and INVESTIGATIVE STANDARDS:** Qualifying physical fitness screening test, medical and psychological standards are prescribed by the Municipal Police Training Counsel. (MPTC). Medical and psychological standards must be met by candidates upon a conditional offer of employment. The MPTC standards are available from Warren County Civil Service and <https://www.criminaljustice.ny.gov/ops/docs/registry/policeapptsmed.pdf>.

**QUALIFYING PHYSICAL FITNESS TEST:** Qualified applicants are encouraged to maintain good physical fitness practices as they will be called to a physical fitness test on an as-needed basis. Candidates will be given only *one* opportunity to pass the Physical Fitness Test. Failure on any part of the qualifying test will remove your name from further consideration for appointment. **NO RE-TESTS WILL BE ALLOWED.**

The elements measured in the current MPTC qualifying physical fitness test standards are listed below:

**Sit-Up:** Muscular Endurance (core body) - The score indicated below is for the number of bent-leg sit-ups to be performed in one minute.

**Push-Up:** Muscular Endurance (upper body) - The score indicated below is for the number of full-body repetitions that a candidate must complete without breaks.

**1.5 Mile Run:** Cardiovascular Activity – The (time) score indicated below is calculated in minutes: seconds.

	Age	Sit Up	Push Up	1.5 Mile Run
Males	20-29	38	29	12:38
	30-39	35	24	12:58
	40-49	29	18	13:50
	50-59	24	13	15:06
	60+	19	10	16:46

	Age	Sit Up	Push Up	1.5 Mile Run
Females	20-29	32	15	14:50
	30-39	25	11	15:43
	40-49	20	9	16:31
	50-59	14	N/A	18:18
	60+	6	N/A	20:16

**Note:** Failure to appear for a scheduled physical fitness test will be considered an unqualified declination and the name of the candidate may be removed from further consideration. Failure on any part of the qualifying physical fitness test will remove a candidate's name from further consideration for appointment, and there will be no opportunity for retest. Also, candidates may be required to sign a waiver or provide a doctor's release note in order to participate in the physical fitness test.

**NOTE:** The qualifying physical fitness test may be considered to be valid for one (1) year, regardless of the length of validity of the eligible list. Therefore, candidates may be required to participate in the Physical Fitness test more than once if they have not earned appointment within one (1) year from the date of a Physical Fitness Test.

**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

**OTHER ADDITIONAL SCREENINGS:** Candidates will be subject to a pre-employment background investigation and screening. Applicants may be required to authorize access to educational, financial, employment, mental health, criminal history or other records. At the discretion of the appointing authority, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to fingerprinting and polygraph. Drug testing is included in the required medical exam. Applicants may be responsible for any necessary fees for fingerprinting processing.

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**NOTE:** ***THIS EXAM WILL BE HELD IN ACCORDANCE WITH PUBLIC HEALTH COVID PROTOCOLS IN PLACE AS OF THE EXAM DATE, WHICH MAY INCLUDE TEST DATE HEALTH ASSESSMENT, MASK WEARING AND SOCIAL DISTANCING.***

**HOW TO APPLY:** Applications and information may be obtained from the Warren County Department of Civil Service Administration, or from the web site: [www.warrencountyny.gov/civilservice](http://www.warrencountyny.gov/civilservice) Application/exam fee must be submitted to the Warren County Civil Service Administration before the close of business at 4:30p.m. on the last filing date listed on the Examination Announcement. Applications received via U.S. Mail will be accepted only if postmarked on or before the last filing date. You are responsible for completing **ALL** sections of the official application. To receive credit for experience on a job, basic information such as address, name and title of supervisor, hours in the workweek, final salary, etc. must be shown. Ambiguity and vagueness **WILL NOT** be resolved in your favor.

**APPLICATION FEE:** An application processing fee as specified on this announcement must accompany the application. **CHECK OR MONEY ORDER ONLY** must be payable to **WARREN COUNTY TREASURER. DO NOT SEND CASH.** YOU MUST LIST THE EXAM NUMBER ON THE CHECK OR MONEY ORDER. You are responsible for comparing your qualifications with the minimum qualifications posted on this examination announcement. **THERE WILL BE NO REFUNDS** if your application is disapproved.

**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, complete the Exam Fee Waiver and Certification section on the application or submit the "Application for Fee Waiver and Certification" form with your application by the close of business on the Last Filing Date as listed on the Examination Announcement.**

**Veteran's Credits:** Veterans or disabled veterans who may be eligible for additional credits must check the appropriate areas on the application and also submit a separate **Application for Veteran's Credits** and supporting documentation. Applications and information on veteran's credits may be obtained at the Warren County Department of Civil Service Administration.

**NOTE:** 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, notify this office of this matter when you submit your application for examination

**Saturday Religious Observers – Physically Challenged Individuals – Active Military Members:** Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and candidates with a disability who require reasonable accommodations to take the test must clearly 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 our Office as soon as possible before the test date. Military Service Members who apply for an examination during the filing period but are on active military duty on the date the examination is scheduled 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 days before the test date. You must submit with your application the type of special arrangements or reasonable accommodations requested accompanied by all supporting documentation.

**Multiple Exams Scheduled for the Same Date:** If you have applied with any other local Civil Service agency for any other examination held on the same day, you must make arrangements with each agency to take all your examinations at one test site no later than two weeks before the test date. If you have applied for both State and Local examinations, you must make arrangements with this agency to take all your examinations at a State examination center no later than two weeks before the test date. If you have questions please contact Warren County Civil Service at (518) 761-6440.

### **GENERAL INSTRUCTIONS AND INFORMATION**

1. Positive identification will be required at the test site.
2. Falsification of any part of the "Application for Employment" will result in disqualification.
3. Applicants must answer every question on the application form and make sure that the application is complete in regard to meeting the minimum qualifications for this examination. There will be no refund of the application fee should your application be disapproved. Time and place of the examination will be mailed to candidates whose application has been approved, one week before examination date.
4. Where a degree is required for minimum qualification, do not send transcript unless required on this announcement.
5. Appointments from an eligible list must be made from the top three candidates willing to accept appointment. All eligible lists will be established for a maximum of four years or the establishment of a new list. It is probable that a number of titles will have an insufficient number of candidates and examinations for these titles will be held on a more regular basis with eligible lists being replaced within the four-year period. Candidates are advised to review our examination postings at our web site: [www.warrencountyny.gov/civilservice](http://www.warrencountyny.gov/civilservice) . Candidates will NOT be notified should eligible lists expire within the four-year period.
6. It is the responsibility of the candidate to notify the Warren County Department of Civil Service of any change in name and/or address. No attempt will be made to locate candidates who have moved.

7. The passing grade for this examination is 70. Background checks may be required for appointment.
  8. The salary of this position is subject to change from time to time, or may be different in agencies serviced by the Warren County Department of Civil Service; vacancies may, therefore, be filled at a higher or lower salary than the one announced.
  9. SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.
  10. BACKGROUND INVESTIGATION: Applicants may be required to undergo extensive investigation of criminal history and background, which may include a fingerprint check, to determine suitability for appointment. Costs related to such investigation may be borne by the applicant. Failure to meet the standards of investigation may result in disqualification.
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This written test is being prepared and rated by the N.Y.S. Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the N.Y.S. Civil Service Rules and Regulations dealing with the rating of examinations will apply to this exam.

**ISSUED:** July 20, 2022

**Patricia C. Nenninger  
Personnel Officer  
MUNICIPAL CENTER  
1340 STATE ROUTE 9  
LAKE GEORGE, NY 12845-9803**

**WARREN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER  
View all examination announcements on line at: [www.warrencountyny.gov/civilservice](http://www.warrencountyny.gov/civilservice)**

