

**PLEASE POST CONSPICUOUSLY**  
**ISSUE DATE: 6/14/2024**  
**GREENE COUNTY CIVIL SERVICE COMMISSION**  
411 Main Street, 3<sup>rd</sup> Floor, Catskill, NY 12414  
518-719-3253 --- [www.greenegov.com](http://www.greenegov.com)

**Announces an**  
**OPEN-COMPETITIVE EXAMINATION FOR**

**EXAM #87197010 – POLICE OFFICER**

**REFER TO GENERAL INFORMATION ON PAGE 3 BEFORE COMPLETING THE EXAM APPLICATION**

**LAST FILE DATE: AUGUST 16, 2024**

**EXAMINATION DATE: SEPTEMBER 28, 2024**

(Postmarked on or before 8/16/2024, or hand delivered to Gr. Co. Civil Service Office no later than 4:30 p.m. on that day.)

**POLICE OFFICER:** The eligible list established as a result of this examination will be used to fill future full-time and part-time vacancies within the various Greene County municipal police departments.

**SALARY:** Salaries will vary depending upon the municipality where the vacancy exists. Currently there are vacancies in the following:

**Town of Cairo – One (1) Full-Time Vacancy – 2024 \$30.90/per hr., 2025 \$31.83/per hr.**

**Town of Windham – Two (2) Full-Time Vacancies – Day Shift: \$23.90/per hr., Evening Shift: \$24.90/per hr.**

**Village of Athens – Two (2) Part-Time Vacancies - \$26.99/per hr.**

**Village of Catskill – Three (3) Full-Time Vacancies - \$57,259.55 annually**

**Village of Coxsackie – Seven (7) Part-Time Vacancies - \$25.61/per hr.**

**RESIDENCY REQUIREMENTS:** Candidates must be legal residents of Greene, Albany, Columbia, Delaware, Schoharie or Ulster Counties for at least one (1) month immediately preceding the date of the examination. **Preference in appointment may be given to residents of Greene County or residents of the municipality where a vacancy exists. (C. S. LAW #23, SUB PAR. A)**

**NON-REFUNDABLE FILING FEE:** A \$25.00 filing fee must be submitted with your application in the form of a check or money order. Credit cards can be accepted when filing applications in **person only**. Please be advised the service fee is 2.49% or a flat fee of \$1.50, whichever is greater, for each credit card transaction.

**CASH IS NOT ACCEPTED**

**PLEASE READ THE FOLLOWING MINIMUM QUALIFICATIONS & SPECIAL REQUIREMENTS CAREFULLY**

Your application will be denied and returned to you if you do not include the required paperwork and filing fee.

**YOU MUST PROVIDE A COPY OF PROOF OF AGE (BIRTH CERTIFICATE OR DRIVER'S LICENSE) ALONG WITH FILING FEE.**

1. By the date of examination, candidates must be a high school graduate or hold a high school equivalency diploma or comparable diploma and meet additional requirements as described in Section 58 of Civil Service Law.
2. **Age:** Candidates must be at least 19 years of age on or before 9/28/2024 to be admitted to the written test. Eligibility for appointment as a Deputy Sheriff begins when the candidate reaches age 20. **Candidates who reach their 35<sup>th</sup> birthday on or before 9/28/2024 are not qualified except as follows:** Candidates may have a period of military duty or terminal leave up to six years, as defined in Section 243 (10-a) of the Military Law, deducted from their age for the purpose of meeting the age requirement.
3. Section 58.1 (a) requires that applicants not be "more than thirty-five years of age as of the date when the applicant takes the written examination..." Candidates who may be impacted by the maximum age requirement and who are requesting an alternate test date (for active military duty, Sabbath observance or for an alternate test date situation which meets the conditions of this agency's alternate test date policy) are advised to contact this office to discuss the request at 518-719-3253.
4. Conviction of a felony will bar appointment, and conviction of a misdemeanor or other offense may bar appointment.
5. Citizenship: United States Citizenship is required at time of appointment. It is not necessary for admission to the examination.
6. Driver's License: Candidates must possess a valid driver's license issued by the New York State Department of Motor Vehicles at time of appointment.
7. Candidates must successfully complete a background check and psychological testing.
8. Candidates must be able to obtain a New York State Pistol Permit.

**CROSS FILER STATEMENT:** If you have applied for any other civil service examination(s) 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 other local government examinations, you must call or write to each civil service agency to make arrangements no later three weeks before the exam date. 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 examination. YOU MUST COMPLETE AND SUBMIT WITH YOUR APPLICATION THE GREENE COUNTY CROSS FILER FORM AVAILABLE AT THE GREENE COUNTY CIVIL SERVICE OFFICE OR ON OUR WEB SITE: [www.greenegov.com](http://www.greenegov.com).**

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Patrols an assigned area on foot, on a motorcycle, or in a radio cruising car; Checks doors and windows of unoccupied businesses and residential property; Investigates suspicious activities and makes arrests for violations of federal and state laws and local ordinances; Escorts prisoners to jail and to court, and has them booked on charges; Investigates cases involving neglected, abused, or delinquent children; Watches for and makes investigations of wanted and missing persons, stolen cars, and property; Directs traffic and marks cars for overtime parking; Maintains order in crowds, attends parades, and other public gatherings; Answers questions for and directs the public; Reports serious defects in streets and in related matters requiring the attention of the Town Highway or Village Street Department; Broadcasts radio messages; Makes criminal and plain clothes investigation as assigned; Makes regular reports of activities.

**WRITTEN TEST:** There will be a written test that you must pass in order to be considered for appointment. Only your score on the written test will be considered when computing your final score. In addition, candidates must meet the physical fitness and medical/psychological standards

prescribed by the Municipal Police Training Council. Candidates must pass the written test in order to be scheduled for the qualifying physical fitness test. Candidates who pass the qualifying physical fitness test and who are given a conditional offer of employment will be scheduled to take the required medical and psychological examinations.

**Scope/Subject of examination:** A test designed to evaluate knowledge, skills and /or abilities in the following areas:

**1. 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.

**2. 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.

**3. 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.

**4. 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.

**5. 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 numbers that matches exactly.

**6. 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.

**7. 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.

**QUALIFYING PHYSICAL FITNESS TEST:** The municipal Police Training Council adopted the physical fitness-screening test based on the model formulated by the Cooper Institute of Aerobics Research. The minimum passing scores, depending on age and sex, represent the fortieth (40<sup>th</sup>) percentile of physical fitness as established by the Cooper Institute. Failure on a part of qualifying test will remove your name from further consideration for appointment. Copies of the physical fitness and medical standards are available upon request from this agency. The three elements measured in the qualifying physical fitness test are muscular endurance, absolute strength and cardiovascular activity. The following is a brief description of the physical fitness test:

1. **Muscular Endurance:** The requirement is for a number of bent-leg sit-ups to be performed in one minute.
2. **Absolute Strength: Push-ups** – this test measures endurance of the upper body (anterior deltoid, pectorals, major and triceps). The requirement is for a number of full body repetitions that a candidate must complete without breaks.
3. **Cardiovascular Activity: 1.5-mile run** – the requirement is for the attainment of a score calculated in minutes and seconds.

**GREENE COUNTY will allow one (1) retest. If you fail the first qualifying physical fitness test, a re-test will be offered two (2) weeks later. If you fail the second test, your name will be restricted.**

**VETERAN'S CREDIT:** Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office. Veteran's credits can only be added to a passing score on the examination.

Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. 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.

#### **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 Greene County Civil Service, 411 Main Street, 3<sup>rd</sup> Floor, Catskill, New York by calling the office at (518) 719-3253.

**USE OF CALCULATORS IS PROHIBITED FOR THIS EXAMINATION**

**GENERAL INFORMATION ----- GREENE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**  
**APPLICATIONS AND FORMS ARE AVAILABLE FROM THE OFFICE OR AT [www.greenegov.com](http://www.greenegov.com)**

1. **APPLICATIONS:** Mail to: Greene County Civil Service Commission, 411 Main St., Catskill, NY 12414. Applications are accepted up to the last filing date indicated on announcement. This department does not make formal acknowledgment of the receipt of an application, or take responsibility for non-delivery of mail or postal delays. The Commissioners reserve the right to reject or accept applications after the advertised filing period. Read and compare your qualifications carefully with the minimum qualifications as outlined. Only apply for those exams for which you are qualified. Resumes are not accepted as a substitution in indicating work experience on your application, but are accepted as an addition to your application. All experience is considered as paid work experience, **unless** specified under the minimum qualifications; volunteer experience, unpaid internship experience (if internship is paid, verification must be provided) and education will not be accepted and/or substituted for experience in meeting the qualifications unless it is specified. ***FAX & COPIES ARE NOT ACCEPTED—THE ORIGINAL SIGNATURE MUST APPEAR IN INK.***
2. **NON-REFUNDABLE FILING FEE & FEE WAIVER:** A \$15 fee is required for EACH exam being filed for with the exception of the POLICE OFFICERS, DEPUTY SHERIFFS AND CORRECTIONS OFFICERS exams which require a \$25 filing fee. The **fee** must accompany your application. **Do not send cash!** A check or money order payable to Greene County Civil Service Commission is required **OR** if filing in person, credit card payments are now accepted. Please be advised the service fee is 2.49% or a flat fee of \$1.50, whichever is greater. This will appear as a separate charge on your statement. Include the exam title and exam number on your check or money order. Fees may be waived per C.S. Law §50.5(b). In order to be eligible for the FEE WAIVER, the completed Fee Waiver form must be submitted with your exam application. A \$10 SERVICE CHARGE will be imposed on any checks returned to the Greene County Treasurer.
3. **TIME AND PLACE OF EXAM:** Accepted candidates will be notified by letter approximately two (2) weeks prior to the exam date when and where to appear for the exam.
4. **MULTIPLE EXAMINATIONS & CROSS FILERS SCHEDULED FOR THE SAME DAY:** If you have applied to take a written exam announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written exam, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all exams at one exam site. All exams for positions in State government are held at a State exam center. When taking both State and Local government exams, you are required to take all exams at the STATE exam site. For Greene County call (518) 719-3253, or obtain the cross filer form from our website or write to the above address no later than **two (2) weeks** prior to the date of the exams.
5. **SPECIAL EXAM ARRANGEMENTS & RELIGIOUS ACCOMMODATIONS:** If you require particular accommodations or special testing arrangements as a person with a disability or alternate test date candidate (in accordance with alternate test date policy) clearly indicate this on your Application and the required form must accompany the application. For religious accommodation, most written exams are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, please check the box under #5 "RELIGIOUS ACCOMMODATION." We will make arrangements for you to take the exam on a different date, usually the following Monday.
6. **AGE REQUIREMENT:** Unless otherwise specified in the exam announcement, there are no age restrictions. However, there may be statutory restrictions on your employment if you are under 18 or over 70 years of age.
7. **RESIDENCY REQUIREMENT:** Unless otherwise specified in the exam announcement, candidates in all open competitive exams must at the time of the exam, have been legal residents for at least one (1) month of the political subdivision in which they seek appointment.
8. **VETERANS' CREDIT:** Disabled and non-disabled veterans who establish their eligibility for additional credits and are successful in the exam are entitled to have 10 and 5 points respectively (5 and 2 ½ points of credits in the case of promotion exams), added to their earned scores provided they have not used such credits to obtain permanent appointment or promotion. You will be allowed the option of waiving these credits after the completion of the exam. Effective 1/1/98 the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in exams. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. **IT IS THE RESPONSIBILITY OF THE CANDIDATE TO PROVIDE APPROPRIATE DOCUMENTARY PROOF TO THIS OFFICE** indicating that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veterans' credit. An appropriate application form may be obtained at the Civil Service Office. ***FAILURE TO PROVIDE PROOF PRIOR TO ESTABLISHMENT OF THE ELIGIBLE LIST WILL RESULT IN NO ADDITIONAL CREDIT BEING GRANTED.***
9. **ADDITIONAL SERVICE CREDIT FOR CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:** In conformance with Section 85-a of the C.S. 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.
10. **TRANSCRIPTS & COLLEGE DEGREES:** Whenever college transcripts or diplomas are requested, they should be submitted with the application for the exam or as soon as possible thereafter before the examination. For further details contact this office.
11. **RATING & REVIEW:** The passing grade is 70. Unless the announcement states otherwise, this examination is being prepared and rated by NYS Civil Service in accordance with Section 23.2 of the NYS C.S. Law. The provisions of the NYS C.S. Rules and Regulations dealing with the preparation and rating of written exams will apply to this exam.
12. **TRAINING AND EXPERIENCE:** Training and experience will not be a subject of the exam unless specified on the front of the announcement. If a subject of the exam, training and experience may not be rated if all passing candidates are expected to be immediately reachable for appointment. If rated, training and experience will be based on the statements in your application which are subject to verification.
13. **ELIGIBLE LIST:** Eligible lists will be established on the basis of passing grades received by the candidates in the competitive portions of the exam. Lists are established for a duration of one year unless further extended. The resulting eligible list will be used to fill appropriate vacancies as they occur. Lists resulting from promotion examinations are certified first.
14. **SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:** Per Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES involving direct contact with students, a clearance for employment from the State Education Department is required.
15. **FOR POSITIONS REQUIRING CRIMINAL BACKGROUND INVESTIGATION & FINGERPRINTING:** 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. Fingerprints to be used in performing the background checks would be collected from applicants pursuant to regulations promulgated by the DCJS, which will perform the State background check. DCJS will also submit the fingerprints to the FBI for the completion of the national background check. Individuals found to have criminal histories that bar their appointment to the position sought would then be disqualified by the municipal civil service agency pursuant to Section 50(4) of the Civil Service Law. As mentioned above, this Chapter applies to applicants or eligibles for original appointment to positions in the classified service. Current employees, transfer candidates, individuals reinstated from preferred lists pursuant to Section 81 of the Civil Service Law and applicants for promotion exams or current eligible's on promotion eligible lists are specifically exempted from the provisions of this Chapter. This act took effect July 22, 2003.
16. **CALCULATORS:** **Unless otherwise notified**, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. **The calculator function on cell phones** and devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited. You may not bring reference materials unless notified to do so.
17. **WEATHER:** Listen to your local TV & Radio Stations, (WNYT, WRGB, WTEN, WXXA & 98.5 THE CAT, OLDIES 93.5, 1230 WHUC, 810 WGY, 107.7 WGNA)
18. **EMERGENCIES (OTHER THAN WEATHER):** If any emergency prevents you from appearing for the exam, please notify this office no later than 10:00 AM on the Monday following the test date. (Tuesday, if Monday is a holiday) verifiable documentation of the reason must be provided.

**NOTE:** As a condition of employment **only** within Greene County Departments candidates receiving a conditional offer of employment must successfully pass a drug screen, failure to meet the above standards may result in disqualification. Also, any other entity or employer making a conditional offer of employment may also impose these same conditions.