

PLEASE POST CONSPICUOUSLY

CHENANGO COUNTY ANNOUNCES EXAMINATION OPEN TO THE PUBLIC FOR

DEPUTY SHERIFF # 60-499

Examination Date:
September 18, 2021

Applications Accepted Through:
5:00 P.M. August 19, 2021

PROCESSING FEE

The New York State Department of Civil Service has implemented a fee for examination services. Accordingly, you must submit a fifteen dollar **(\$15.00) NON-REFUNDABLE application processing fee for each separately numbered law enforcement examination for which you apply**, unless you can qualify for an application processing fee waiver as explained below.

Application processing fees should be paid at the time an application for examination is filed.

DO NOT SEND CASH IN THE MAIL. Checks or money orders made payable to the Chenango County Treasurer will be accepted. Cash will also be accepted if paying in person. Write the examination number(s) on the check or money order. If a check is returned for insufficient funds, you may be subject to penalties as provided by law. If you take the examination before the County receives notice that your check was returned for insufficient funds, you will be disqualified. You will not receive a final rating for the examination and your name will not be placed on the eligible list established as a result of the examination, or you will be restricted from certification and appointment from the resulting eligible list if the eligible list was already established.

AS NO REFUNDS OF APPLICATION PROCESSING FEES WILL BE MADE, YOU ARE URGED TO COMPARE YOUR QUALIFICATIONS CAREFULLY WITH THE REQUIREMENTS FOR ADMISSION STATED IN THE "MINIMUM QUALIFICATIONS" SECTION OF THE EXAMINATION ANNOUNCEMENT, AND FILE ONLY FOR THOSE EXAMINATIONS FOR WHICH YOU ARE CLEARLY QUALIFIED, AND FOR THOSE EXAMINATIONS YOU INTEND TO TAKE. The education and experience (including the percentage of time spent personally performing the duties of each employment) you indicate on the application will be verified and compared to the "minimum qualifications" for the position. Omissions or vagueness will NOT be interpreted in your favor.

APPLICATION PROCESSING FEE WAIVER: The application processing fee will be waived for candidates who certify to the Chenango County Personnel Office that they are either unemployed and primarily responsible for the support of a household, or that they are receiving public assistance. If you can verify eligibility for an application processing fee waiver for this examination, complete a "Request for Examination Fee Waiver and Certification" form and submit it with your application. "Request for Examination Fee Waiver and Certification" forms may be obtained from the Chenango County Personnel Office or online at www.co.chenango.ny.us/personnel. All claims for an application processing fee waiver are subject to verification. False statements regarding eligibility for an application processing fee waiver will result in disqualification and/or lead to revocation of a resulting appointment. As application processing fees are **NON-REFUNDABLE do not submit an application processing fee with your application for examination if you are or will be requesting an application processing fee waiver.**

SALARY \$25.78 per hour (2021 start rate)

LOCATION OF POSITIONS Positions with this job title are located in the Chenango County Sheriff's Office. The eligible list resulting from this open-competitive examination will be used to fill any vacancy that exists at present, and any appropriate vacancy that may occur during the life of the eligible list.

RESIDENCY REQUIREMENT/PREFERENCE Candidates **ARE NOT** required to be residents of Chenango County to compete in this examination, but are required by Public Officers Law to be a resident of Chenango County or one of the counties contiguous to Chenango County at the time of appointment and continuing throughout employment. Preference in appointment may be given to successful candidates who have been residents of Chenango County for at least four (4) months immediately preceding the scheduled date of the written examination.

DUTIES This is a position in the Chenango County Sheriff's Office involving responsibility for the protection of lives and property and the enforcement of laws and ordinances. On an assigned shift an incumbent performs routine patrol activities, investigates accidents, complaints, crimes and offenses, issues tickets, makes arrests and serves summonses and other civil processes. Duties also include responsibility for maintaining crowd control at public gatherings and for transporting or escorting inmates to locations outside the County Correctional facility. An employee in this class may also be assigned as a Detective and be responsible for the investigation of felony crimes. The work is performed under the general supervision of a Road Patrol Sergeant or other higher-ranking officer. Supervision over the work of others is not a requirement of employees in this class. Does related work as required.

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

SPECIAL REQUIREMENTS 1.) **Age:** In accordance with Section 54 of Civil Service Law, Chenango County has established that candidates must be at least 19 years of age on or before the scheduled date of the written examination to be admitted to the written test. In accordance with Section 58.1 (a) of Civil Service Law eligibility for appointment as a Deputy Sheriff begins when the candidate reaches age 20. Successful test candidates who have not attained age 20 as of the date the eligible list resulting from this examination is established will not be eligible for certification and appointment to a Deputy Sheriff position until they have attained age 20.

Additionally, Candidates who reach their 35th birthday on or before the scheduled date of the written examination 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 purposes of determining whether they meet the age requirement. Military service need not be during time of war to qualify.

*Section 58.1(a) of Civil Service Law requires that applicants be not less than 20 years of age as of the date of appointment and 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 who are requesting an alternate test date for a situation which meets the conditions of the Chenango County's Alternate Test Date Policy are advised to contact the Chenango County Personnel Department to discuss their request.

Candidates MUST NOTE their date of birth on question #3 of their application for examination. Approved candidates will have their age verified at the test site prior to the examination by inspection of a passport, driver's license, or original birth certificate.

2.) Criminal Record: As set forth in Section 58.1(d) of Civil Service Law a candidate must be of good moral character. Conviction of a felony will bar appointment, and conviction of a misdemeanor or other offense may bar appointment.

No person may participate in the examination for or be appointed as a Deputy Sheriff who has been convicted of a felony or of any offense in any other jurisdiction which if committed in New York State would constitute a felony. A person may also be barred from examination and/or appointment if he/she has been convicted of a misdemeanor or of any offense in any other jurisdiction which if committed in New York State would constitute a misdemeanor if it is determined that the employment of such person is not in the best interest of the Chenango County Sheriff's Office.

3.) 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.

Candidates will be subject to fingerprinting for a state and national criminal history background investigation and may be required to pay fingerprint processing fees, and any fees charges by outside agencies for background investigation documents. Fingerprints used for criminal background checks will be collected from applicants pursuant to regulations promulgated by the New York State Division of Criminal Justice Services. Individuals found to have criminal histories that bar their appointment to the position sought will be disqualified pursuant to Section 50(4) of the New York State Civil Service Law.

4.) Citizenship: United States Citizenship is required at time of appointment. It is not necessary for admission to the examination.

5.) Driver's License/Record: At time of appointment and continuing throughout employment candidates must possess a valid New York State Driver License and a driving record acceptable to the county's insurance carrier.

6.) Residency: In accordance with Public Officers Law, to be appointed as a provisional or permanent Deputy Sheriff an eligible must be a citizen of the United States and a resident of Chenango County or one of the counties contiguous to Chenango County, and such citizenship and residency must continue throughout employment.

7.) Mandated Training: All appointees to this title will be required to satisfactorily complete the Basic Course for Police Officers as prescribed by the Municipal Police Training Council and required by Section 209(q) of the General Municipal Law within one year of the date of appointment in order to attain permanent status in the position.

8.) 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.

9.) Medical Examination: Candidates who are given a conditional offer of employment must undergo a medical examination which includes drug screening. Candidates must meet the medical standards prescribed by the Municipal Police Training Council.

10.) Civil Service Requirements: In order to be eligible for appointment as a Deputy Sheriff, a candidate must satisfy all current requirements of Section 58 of the Civil Service Law prior to appointment.

SUBJECTS OF EXAMINATION

The examination for Deputy Sheriff will consist of both a written examination and a qualifying physical fitness screening test. Candidates must pass the written test in order to be scheduled for the qualifying physical fitness test. Only the score on the written examination is used to compute a candidate's final score.

WRITTEN TEST

The written test is 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 & 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 number 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 in the shortest (least distance) route.

TEST GUIDE

A Guide for the Written Test for **Entry-Level Law Enforcement Officer** 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 a copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

CALCULATOR PROHIBITION

You **MAY NOT USE** a calculator or any type of calculating device to assist you on this test. Additionally, you **MAY NOT** bring cellular phones, books, or other reference materials to the examination.

QUALIFYING PHYSICAL FITNESS SCREENING TEST

The qualifying physical fitness test will be scheduled after the results of the written examination are determined. Candidates will not be invited to participate in a qualifying physical fitness test unless they attain a passing score on the written examination. The County reserves the right to give the qualifying physical fitness test to only as many candidates as are needed to fill available vacancies. If the County exercises this right, candidates will be invited to the physical fitness test based upon the score they achieved on the written test. Candidates scoring highest on the written examination will be tested first.

The County also reserves the right to give all candidates who attain a passing score on the written test one opportunity to participate in a qualifying physical fitness test before giving candidates who fail any part of their first physical fitness test a second and final opportunity to participate in a retest of the qualifying physical fitness test should a retest be scheduled.

The three elements measured in the qualifying physical fitness test are muscular endurance, absolute strength, and cardiovascular capacity. The following is a brief description of the physical fitness test.

Muscular Endurance - The requirement is for a number of bent-leg sit-ups to be performed in one minute.

Push Up - This test measures muscular 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.

Cardiovascular Activity - 1.5-Mile Run: The requirement is for the attainment of a score calculated in minutes and seconds.

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 gender, represent the fortieth (40%) percentile of physical fitness as established by the Cooper Institute.

FAILURE TO APPEAR FOR TESTING

Failure to appear for a scheduled physical fitness test or a scheduled medical examination will be considered a failure on a qualifying test and the candidate will be restricted from future consideration making the candidate permanently ineligible for certification and appointment as a Deputy Sheriff from the eligible list established as a result of this examination.

PHYSICAL FITNESS RETEST POLICY

The County reserves the right to determine whether or not a retest of the qualifying physical fitness test will be scheduled. The County also reserves the right to give all candidates who attain a passing score on the written test one opportunity to participate in a qualifying physical fitness test before giving candidates who fail any part of their first physical

fitness test a second and final opportunity to participate in a retest of the qualifying physical fitness test, should a retest be scheduled

If the County schedules a qualifying physical fitness retest candidates who failed their first qualifying physical fitness test will be recalled for a second physical fitness test.

Candidates who are recalled for a second physical fitness test will only be required to retake the elements they failed and/or did not participate in the first physical fitness test.

Failure on any element during a second qualifying physical fitness test will render the candidate permanently ineligible for certification and appointment as a Deputy Sheriff from the eligible list established as a result of this examination, and the candidate will be required to retake the written examination prior to taking another qualifying physical fitness test for Chenango County.

If Chenango County schedules a physical fitness test for the purpose of testing candidates who pass a subsequent holding of the written Deputy Sheriff examination the County reserves the right to only test candidates who participated in such subsequent examination irrespective of whether or not all test candidates from the previously held Deputy Sheriff examination have been given an opportunity to participate in a physical fitness retest.

Copies of the qualifying physical fitness test and the medical standards are available upon request from the Chenango County Personnel Office.

PHYSICAL FITNESS TEST WAIVER POLICY

If a candidate passes a qualifying physical fitness test administered by Chenango County or any other municipal Civil Service Agency within the State of New York, or the New York State Police, or a New York State Division of Criminal Justice Services approved Law Enforcement Academy within one year preceding or following the date of the written Deputy Sheriff Examination they may be entitled to obtain a waiver from participating in the qualifying physical fitness tests Chenango County schedules as a result of this examination.

To be considered for a waiver candidates must submit a written request for a waiver prior to the date they are scheduled to participate in a qualifying physical fitness test administered by Chenango County. The written request for a waiver must be accompanied by verifiable evidence of having passed a qualifying physical fitness test within the one year period specified above. The request must also contain the name of the agency that administered the qualifying physical fitness test, the location of the test, the date the test was taken, and the score achieved on each element of the test. The final determination as to whether a waiver will be granted will rest solely with the Personnel Officer.

Candidates who are granted a waiver will not be eligible for certification and appointment from the eligible list established as a result of this examination unless and until all eligibles who have attained the same score on the written portion of the Deputy Sheriff examination have either been granted a waiver, or have been given at least one opportunity to participate in a qualifying physical fitness test administered by Chenango County.

ELIGIBLE LISTS

Successful candidates will have their names placed on an eligible list for this title in order of their final rating. The duration of the eligible list shall be fixed at not less than one nor more than four years. Appointments from an eligible list must be made from the three highest standing candidates willing to accept appointment.

CROSS FILING WITH MULTIPLE CIVIL SERVICE AGENCIES FOR MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY

Cross-filing means applying to multiple Jurisdictions to take either the same or different examinations that are scheduled to be held on the same date.

When you cross-file for Civil Service Examinations you must make arrangements to take all the examinations at one test site.

If you have applied for both a Chenango County examination and an examination for another Jurisdiction, both of which are scheduled for the same date, you must note "Cross-Filing" on the top front page of your Chenango County Application and submit a Chenango County Cross-Filing Form indicating the site at which you intend to take your examinations.

The Cross-Filing Form is available in our Department or online at www.co.chenango.ny.us/personnel and should be submitted at least three weeks prior to the examinations. Failure to submit the Cross-Filing Form in a timely manner may result in our not being able to accommodate your request to sit at your choice of exam sites. 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.

When taking both a State and local government examination, you will be required to take all your examinations at a State examination center. You will be advised by letter when and where to report for your examinations.

CREDIT 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.

VETERANS' CREDITS

Veterans and disabled veterans who are eligible for additional credits must submit an application for veteran's credits prior to the establishment of the eligible list for the examination. Only those veterans who have served on active duty during the creditable periods of war will be eligible for veteran's credits.

Veteran's credits will only be added to the score of a candidate who has attained a passing grade of 70 or higher. Veteran's credits may not be used to achieve a passing score.

Effective January 1, 1998 the State Constitution was amended to permit a candidate currently on active duty in the armed forces to apply for and be conditionally granted veterans' credits in examinations. To apply for conditional veterans' credits a candidate must submit an application for conditional veterans' credits prior to establishment of the eligible list. Any candidate who applies for conditional veterans' credits must also provide proof of current active military status to receive the conditional credits.

No credit may be granted after the establishment of the eligible list.

It is the responsibility of the candidate to provide appropriate documentary proof indicating that their military service was in time of war, as defined in Section 85 of the 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 the veteran's credit.

For open competitive examinations, veterans' credits are applied to the final score of passing candidates as follows:

Non-disabled Veteran.....5 Points
Disabled Veteran.....10 Points

Effective January 1, 2014 the State Constitution was further amended to entitle veterans who have used non-disabled veterans' credits for a Civil Service appointment or promotion with New York State or a local government, and who were/are subsequently certified as being a disabled war-time veteran by the United States Department of Veterans Affairs, to additional credits for a subsequent appointment or promotion. If you wish to claim the additional disabled veterans' credits please contact the Chenango County Personnel Office for further instruction. All requests and required documentation must be received by the Chenango County Personnel Office prior to the establishment of the eligible list resulting from an examination.

APPLICATIONS FROM/TO/BY

Application forms may be obtained at the Chenango County Personnel Department or online at www.co.chenango.ny.us/personnel. You may also request one be mailed to you by sending a stamped, self-addressed envelope to: Personnel Department, Chenango County Office Building, 5 Court St., Norwich, NY 13815.

Do not wait until the last day to file your application. Applications that are postmarked after the last filing date, or personally delivered to our office after 5:00 P.M. on the last filing date cannot be considered. The applicant should make sure **EVERY** question on the application is answered, including the estimated percentage of time spent personally performing the duties of each employment (i.e., 5%, 20%, etc.). Incomplete applications will be disapproved. Candidates will be notified of the disposition of their application prior to the examination. If notice of acceptance or disapproval is not received at least four days prior to the date of the written examination, please call this office at (607) 337-1470.

A separate application and appropriate processing fee must be submitted for each separately numbered examination for which a candidate wishes to apply. Applications must contain the correct examination title and/or number in order to be considered. This department does not acknowledge receipt of applications and does not accept responsibility for non-delivery or postal delay.

ADMISSION NOTICES

If you do not receive your notice to appear for the written test at least four days before the date of the test, notify this office at (607) 337-1470.

Do not interpret a notice to appear for, or actual participation in, the examination to mean that you have been found to meet fully the announced requirements. Applicants are admitted to the examination on the basis of statements made in the application. These statements may not be closely reviewed and/or verified until after the examination has been held. At the time of review those candidates not meeting the requirements will be disqualified. Candidates who are disqualified after taking the test may not receive a score and will not be eligible for certification and appointment from the eligible list established as a result of the examination.

ALTERNATE TEST DATE

Civil Service tests represent considerable planning, preparation and expense, therefore, candidates are expected to make every effort to take the test on its scheduled date. However, an alternate test date may be granted for specific verifiable circumstances set forth in the Alternate Test Date Policy of this department. The determination as to whether or not a candidate meets the requirements for being afforded the opportunity to take an examination on an alternate test date shall be made by the Personnel Officer.

Candidates who are unable to take an examination because of a situation that is known prior to the scheduled exam date should notify the Chenango County Personnel Department in writing as soon as possible before the test date. The written request should contain a complete explanation of the reason the candidate cannot take the test on the scheduled test date and be supported by appropriate documentation verifying the situation.

Candidates who are unable to take an examination because of an emergency situation that occurs just prior to or on the date of the examination must notify this office at (607) 337-1470 no later than 4:30 p.m. on the Monday (or 9:30 a.m. Tuesday if Monday is a holiday) following the Saturday scheduled test date. Upon review of verifiable documentation, a determination will be made as to whether a candidate will qualify for an alternate test date.

GENERAL INSTRUCTIONS AND INFORMATION:

1. All statements on the application are subject to verification. Falsification of any part of the "Application for Employment" or any deception or attempt to practice deception in the application or employment process will result in disqualification and/or lead to revocation of a resulting appointment.
2. Candidates filing an application with one or more State and/or local civil service commissions for one or more tests scheduled to be held on the same date should indicate this on all applications so arrangements may be made for a single test site.
3. If you fail to submit the required processing fee payment and then you receive an admission letter in error and participate in the examination, you will be disqualified; this means that your exam will not be graded and/or you will not be considered for placement on the eligible list.
4. It is the responsibility of the candidate to notify the Chenango County Personnel Office of any change in name, address or telephone number. Failure to notify this office of a change of name or address may result in disqualification for examination or certification for appointment following examination if admittance notices, canvas letters or other communications are undeliverable. No attempt will be made to locate candidates who have moved.
5. In case of adverse weather conditions, candidates should not call this office. Any changes to or cancellations of an examination will be broadcast over one or all of the following radio stations; WKXZ FM 94, WSRK FM 103.9, WCDO FM 101, and WCDO AM 1490. Examinations will not normally be cancelled for adverse weather conditions unless Chenango County officially declares a state of emergency and/or closes Chenango County roads.

TIME AND PLACE OF EXAMINATION:

Approved candidates will be notified by mail regarding the time and place of the examination.

PREPARATION/RATING OF EXAMINATION:

This examination will be prepared and rated in accordance with Section 23.2 of Civil Service Law. The provisions of the New York State Civil Service Law, rules and regulations dealing with the preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service, will apply to this examination.

SPECIAL TESTING ARRANGEMENTS:

Religious Accommodation: If you cannot take a civil service test on the scheduled test date due to a conflict with a sincerely held religious observance or practice check the appropriate box in Question 5 of the application **and** call this office on or before the last date to file an application for the examination to request an Alternate Test Date Policy and Request Form. The Alternate Test Date Request Form must be completed and returned to this office prior to the scheduled test date. If your Application for Examination and alternate test date request are approved arrangements will be made for you to take the test on a different date. For written tests, the alternate test date will normally be the Monday following the scheduled Saturday test date. The alternate test date provided for performance examinations will vary.

Candidates with Disabilities Testing Accommodation:

If you need special testing arrangements in order to participate in an examination because of a disability check the appropriate box in question 5 of the application. If your Application for Examination is approved you will be contacted and asked to submit a written request describing the exact nature of the special testing accommodation(s) you require along with medical documentation supporting your need for the testing accommodation(s) you are requesting. This office will forward requests for special testing arrangements and supporting medical documentation to the New York State Department of Civil Service who will review the request and make a recommendation prior to the scheduled test date as to the testing accommodation(s), if any, that shall be provided to the candidate.

Military Make-up Examination:

Section 243-b of Military Law provides that an applicant who applies for a competitive examination during the announced filing period and who is approved for examination but is prevented from participating in any part of the competitive examination due to active military duty or reserve training may request a military make-up examination. To request a military make-up examination check the appropriate box in question 5 of the application and call this office as soon as possible prior to the scheduled test date to request an Alternate Test Date Policy and Request Form. The Alternate Test Date Request Form must be completed and returned to this office along with a copy of a military order, DD – 214 or other official military document that substantiates that the applicant was or will be on active military duty or reserve training at the time of the scheduled test date. Requests and supporting military documentation will be forwarded to the New York State Department of Civil Service and will be reviewed on a case-by-case basis. In order for a military make-up examination to be administered the eligible list resulting from the original examination holding must still be in existence, and the remaining life of the eligible list must be of sufficient duration to make it practicable to hold a military make-up examination.

Military Members Late Filing:

Section 243–c of Military Law provides that individuals serving on active duty in the armed forces of the United States during the filing period for a civil service examination, or individuals discharged from the armed forces with other than a dishonorable discharge after the filing period for a civil service examination has commenced are permitted to file an application for such examination no later than 10 business days prior to the scheduled date of the examination or the last date to file for the examination, whichever is later.

EEOE: Chenango County is an Equal Opportunity/Affirmative Action employer and does not discriminate on the basis of one's race, including hairstyles or traits associated with race, creed, color, national origin, age, sex, religion, disability, sexual orientation, gender identity or expression, marital status, military status, familial status, domestic violence victim status, predisposing genetic characteristics, prior arrest or conviction record, reproductive health decision making or any other status protected by State or Federal Law.

CHENANGO COUNTY PERSONNEL OFFICE

Chenango County Office Building
5 Court Street
Norwich, NY 13815
Telephone No. (607) 337-1470
Date of Issue: 7/12/21

<https://www.co.chenango.ny.us/personnel>