

# OSWEGO COUNTY



## HUMAN RESOURCES DEPARTMENT

46 EAST BRIDGE STREET  
OSWEGO, NEW YORK 13126  
PHONE: (315) 349-8209 + FAX: (315) 349-8254  
oswegocounty.com/humanresources

**\*AMENDED**

## EXAMINATION ANNOUNCEMENT

### PATROL OFFICER (SHERIFF'S DEPARTMENT)/ POLICE OFFICER (VILLAGE POLICE DEPARTMENTS)

**EXAMINATION NUMBER:** 60021630 (Open to the Public)  
**EXAMINATION DATE:** Saturday, May 3, 2025  
**LAST FILING DATE:** Wednesday, March 26, 2025 (Applications will **NOT** be accepted after this date)  
**EXAM FEE:** Exam Fee Waived

**PAY RATE:** **Patrol Officer** - \$29.17 per hour for full-time positions in the Oswego County Sheriff's Department.

**Police Officer** - Pay rate varies depending on the Village where the appointment is made. The majority of positions in the Village Police Departments (Central Square, Phoenix, Pulaski) are part-time positions.

**JOB DESCRIPTION:** Enforces laws and ordinances in Oswego County and maintain order as assigned; performs related work as required. Under supervision, an employee in this class is responsible for performing patrol duties and assisting in the apprehension of suspects and criminals. Individuals are required to apply modern police methods and procedures to investigative and surveillance duties. Work is performed under the general supervision of a higher-ranking Patrol Officer with considerable independent responsibility allowed for exercise of sound judgment in normal work situations and emergencies.

The resulting open competitive list will be used to fill vacancies that may occur in the title of Patrol Officer at the Oswego County Sheriff's Department or Police Officer in any of the various villages within Oswego County.

### RESIDENCY REQUIREMENTS:

**Patrol Officer** - Candidates must be legal residents of Oswego County or the contiguous counties of Onondaga, Madison, Jefferson, Cayuga, Oneida, or Lewis for a minimum of four (4) months immediately preceding the date of the exam. Candidates must be residents of Oswego County at the time of appointment.

**Police Officer** - Candidates must be legal residents of Oswego County or the contiguous counties of Onondaga, Madison, Jefferson, Cayuga, Oneida, or Lewis for a minimum of four (4) months immediately preceding the date of the exam. Preference in appointment may be given to successful candidates who are legal residents in the civil division in which the appointment is to be made. Non-residents may be required to indicate, at the time of consideration for appointment, that they will comply with residency requirements of the locality in accordance with the conditions authorized by local law or ordinance.

### MINIMUM QUALIFICATIONS:

Education, specialized background, training and experience.

**Education:** By the date of appointment, candidates must be a high school graduate or holder of a high school equivalency diploma issued by a state education department of any U.S. state or comparable diploma issued by a commonwealth, territory or possession of the U.S., Canal Zone or United States Armed Forces.

**NOTE:** Applicants may be approved conditionally to take civil services examinations if the minimum educational requirement is met within 12 months from the examination date. As proof of satisfactory completion of the minimum educational requirement, conditionally approved candidates are responsible for submitting a copy of their college transcript, High School Diploma, or proof of GED or TASC within 12 months of taking the exam. Names of conditionally approved candidates will be restricted on the eligible list and will not be certified for appointment(s), until proof of completing the educational requirement is received.

### **SPECIAL REQUIREMENTS:**

**Age:** Candidates must be at least 19 years old on or before May 3, 2025 to be admitted to the written test. Eligibility for appointment begins when the candidate reaches age 20. Candidates who reach their 35<sup>th</sup> birthday on or before the date of the written examination are not qualified except as follows: Candidates may have a period of military duty or terminal leave up to seven (7) years, as defined in Section 243 (10-a) of the Military Law, deducted from their age for the purpose of meeting 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) are advised to contact 349-8209 to discuss their request.

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

**Driver's License:** Candidates must possess a valid New York State Operator's license at time of appointment.

**Training Requirements:** Appointed candidates must satisfactorily complete the Basic Course for Police Officers as prescribed by the Municipal Training Council and required by Section 209-q of the General Municipal Law within one (1) year in order to attain permanent status in the position.

**NOTE:** Unless otherwise noted, experience credited towards meeting the minimum qualifications must be paid work experience. Volunteer experience will only be credited if specified on the exam announcement.

**SCOPE OF THE WRITTEN EXAM:** A written test 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.

Use of a calculator is **PROHIBITED** for this exam.

**TEST GUIDE:** The New York State Department of Civil Service has published an **Entry-Level Law Enforcement** Series Test Guide intended for candidate preparation use for this particular examination. This Test Guide contains important test related information as well as sample questions similar to the questions that will be used in this written test.

The New York State Department of Civil Service is making a copy of this Test Guide and other related information available on its Website at <https://www.cs.ny.gov/testing/testguides.cfm>. In addition, a copy of this Test Guide is available upon request from the Oswego County Human Resources Department or may be downloaded from the web at <http://www.oswegocounty.com/studyguides>.

**\*CONTINUOUS RECRUITMENT:** This examination is being held on a continuous recruitment basis. The written exam will be held periodically. When an exam is announced, applications for that date must be filed no later than the announced last filing date. Candidates who meet the qualifications and pass the exam will have their names placed on the eligible list in the order of final scores, regardless of the date on which they filed or took the test. Generally, the names of qualified candidates will remain on the eligible list for one (1) year. Agility tests will be scheduled as needed. Oswego County Human Resources or the Department of Civil Service reserve the right to terminate this special recruitment program.

This written exam was prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, rules and regulations dealing with the preparation and scoring of examinations apply to this test. No review is available for the written exam as the opportunity for retest exists.

#### **BACKGROUND INVESTIGATION/CRIMINAL RECORD:**

Candidates will be subject to a pre-employment background investigation and may be required to authorize access to educational, financial, employment, criminal history, mental health and other related records. As stated in Section 58 of the Civil Service Law, there will be a background investigation conducted in accordance



**Retest Policy:** Candidates who fail their initial physical fitness screening test will have 30 days from the date of the initial fitness test to request a retest. The retest is not guaranteed and will be scheduled at the convenience of the County and all agencies involved. Only one retest will be granted. The complete retest policy is available upon request from the Oswego County Human Resources Department.

**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 Oswego County. Additional information is available at <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>.

**MULTIPLE EXAMS SCHEDULED FOR THE SAME DAY (CROSS-FILING):**

- If you have applied to take exam(s) announced by another jurisdiction (county, city, state) scheduled on the same day as this exam, you must make arrangements (no later than two weeks before the date of the exam) to take all exams at one test site.
- If you have applied for both State and Local (county/city) government examinations, you must take all your examinations at the State examination center. You must notify the local government civil service agencies with whom you have filed an application of your intent to take both a State and Local exam on the same day. You will be advised by letter when and where to report for your examinations. You must bring all admission letters for all exams with you to the State site.
- If you have applied for multiple Local exams 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. For Oswego County examinations complete a "[Cross Filer Notification](#)" form, available at the Oswego County Human Resources Department or online at <http://www.oswegocounty.com/humanresources/forms>, and send to Oswego County Human Resources Department, 46 East Bridge Street, Oswego, NY 13126 or FAX to (315) 349-8254 or call (315) 349-8209. **If you are taking multiple exams on the same date with the Oswego County Human Resources Department only, you do not have to file a cross filer form.**

**APPLICATION DEADLINE POLICY:** Application must be submitted to the Oswego County Human Resources Department or through the online portal before the close of business at 4:00 p.m. on the last file date listed on the Examination Announcement. Applications received via U.S. Mail will be accepted only if postmarked on or before the last file date. Applications that are received through inter-office mail, e-mail, or via facsimile must be received before the close of business at 4:00 p.m. on the last file date or they will not be accepted.

OSWEGO COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER.

ISSUED: February 28, 2025  
Julie A. Bell  
Director of Human Resources

**GENERAL INSTRUCTIONS**

1. Applications and additional information can be obtained at the Human Resources Department, Oswego County Office Building, 46 East Bridge Street, Oswego, New York 13126, or by calling (315) 349-8209, or on the web at <http://www.oswegocounty.com/humanresources>.
2. Applications postmarked after midnight of the **Last Filing Date** will not be considered eligible for this examination.
3. Falsification of any part of the "Application for Employment" will result in disqualification and possible legal action. Inquiries may be made as to character and ability and all statements made by candidates are subject to verification.
4. Applicants must answer every question on the application form. Incomplete applications will be disapproved.
5. Accepted candidates will be notified when and where to appear for exam. None will be admitted to the examination without the official admission notice. If an application is rejected, due notice will be sent. The department does **not** make formal acknowledgment of the receipt of an application.
6. If you have not received your notice to appear for the exam three days before the exam date, call (315) 349-8209.
7. If special arrangements for testing are required (i.e. religious observance, disability), submit written request describing your needs with the application form.
8. Unless otherwise noted, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are prohibited.
9. Active service members, veterans or disabled veterans desiring to claim additional credit may submit an "Application for Veteran's Credit" prior to the establishment of the eligible list. Forms are available upon request at the Human Resources Department.
10. Military Service members on active duty on the exam date may request a military makeup exam by calling (315) 349-8209. Members on active duty or discharged during the exam filing period may apply for the exam up to ten days before the exam date.
11. Per Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty are entitled to receive ten additional credits on an exam which may result in an original appointment in the municipality where the deceased parent served. Candidates eligible for additional credit should indicate this on their exam application.
12. Candidates who fail the examination, or who fail to appear for the examination as scheduled, will be eliminated from further consideration.
13. Under specific circumstances an alternate test date may be arranged in accordance with established policy. Your request and verifiable documentation should be submitted at least one week prior to the test date or in case of an emergency no later than 4:00 p.m. on the next business day following the test.
14. This examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of exams will apply to this examination.
15. Unless otherwise specified, the final rank order of the eligible list established as a result of the exam will be determined on the basis of the scores received on the written test, plus veterans and seniority credits where appropriate.
16. The eligible list will remain in force for at least one (1) year and may be extended by the Director of Human Resources for a maximum of four (4) years. Changing conditions may make it necessary to certify future vacancies at higher or lower salaries than those announced.
17. Special Requirement for Appointment in School Districts and CITI: 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 CITI as involving direct contact with students, a clearance for employment from the State Education Department is required.
18. In accordance with the Child Abuse Prevention Act of 1985, candidates for appointment to Oswego County government positions which involve regular and substantial contact with children will be required to complete a State Central Register of Child Abuse and Maltreatment clearance form. Failure to complete this form may result in decertification of your name from this eligible list for appointments in Oswego County.
19. 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.