



THE MONTGOMERY COUNTY PERSONNEL DEPARTMENT ANNOUNCES AN OPEN  
COMPETITIVE EXAMINATION FOR:

**POLICE OFFICER  
OC #68-499**

**Examination Date: September 9, 2023**

**Last Filing Date: July 21, 2023**

**Salary: Varies by Agency**

**Application Fee: \$25.00**

(Fee or Waiver must accompany application - see notes below)

The Montgomery County Personnel Department announces an open competitive examination for Police Officer. The eligible list resulting from this examination will be used to fill vacancies as they may occur within four years of the establishment of the eligible list unless the Montgomery County Personnel Officer deems another examination necessary. All candidates who meet the open competitive qualifications and wish to participate in this examination are encouraged to file an application.

**LOCATION OF POSITIONS:** This title exists in the Villages of Canajoharie, Fort Plain and St. Johnsville.

**RESIDENCY REQUIREMENT:** Candidates must be a legal resident of Montgomery County or a Contiguous County. **Please provide a copy of your driver's license (front and back) with your application to verify residency.**

**MINIMUM QUALIFICATION:** Graduation from high school or possession of a high school equivalency diploma.

**SPECIAL REQUIREMENTS:**

1. Possession of a clean, valid New York State Driver's license, which if appointed, *must* be maintained for the duration of employment.
2. In order to be eligible for appointment, candidates must meet all current requirements of Section 58 of the Civil Service Law.

**[PLEASE INDICATE ALL RELEVANT TRAINING AND EXPERIENCE ON YOUR APPLICATION].**

Candidates must be at least 19 years old on or before **September 9, 2023** to be admitted to the written test. Eligibility for appointment begins when candidates reach their 20th birthday. 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 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.

**NOTE: Date of birth must be on the application submitted for exam. A copy of the candidate’s driver’s license, front and back, must accompany the application for examination.**

\*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 the agency’s alternate date policy) are advised to contact the Montgomery County Personnel Officer to discuss their request.

**BACKGROUND INVESTIGATION:** Applicants will be required to undergo a thorough pre-employment background investigation which may include a criminal history investigation, fingerprint check, psychological assessment, pre-employment physical and drug screening, in order to determine suitability for appointment. Failure to meet the standards for any part of the background investigation may result in disqualification.

**QUALIFYING PHYSICAL FITNESS TEST:** In addition to achieving a passing score on the written exam, candidates will be required to take and pass a qualifying physical fitness test in order to be considered for appointment. The three elements measured in the qualifying physical fitness test are: **Muscular Endurance** - The requirement is for a number of bent-leg sit-ups to be performed in one minute. **Push Ups** - 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 requirements, based on age and gender, are as follows:

		Test		
Gender	Age	Sit Up	Push Up	Run

<b>Male</b>	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
<b>Female</b>	20 - 29	32	15	14:50
	30 - 39	25	11	15:43
	40 - 49	20	9	16:31
	50 - 59	14	-	18:18
	60+	6	-	20:16

**QUALIFYING PHYSICAL FITNESS RETEST:** Should a candidate fail to meet any one element of the physical fitness screening test, they will then be scheduled to retake the test one final time. Retests will be conducted within sixty days following the initial physical fitness test, unless as otherwise determined by the Personnel Officer. The candidate's failure to complete the physical fitness retest within the timeframe specified above shall result in the removal of their name from the applicable eligible list(s). The candidate will be retested on all of the elements of the physical fitness test and not just the element(s) which were not achieved. If a candidate fails to meet any one element of the physical fitness screening test after being retested, their name will be restricted from further certification for appointment from that eligible list. Candidates would then have to wait to re-apply for the next announced Police Officer examination. Any candidate who participated and was successful in a physical fitness screening administered by another agency may request the results of the screening be used to satisfy the physical fitness portion of Montgomery County's exam. The screening must have been given according to the standards prescribed by the Municipal Police Training Council, and must not have been administered more than six months prior to the time a candidate requests the use of the results from the other agency. Requests should be submitted in writing to the Personnel Officer, along with a copy of the results of the screening from the other agency. All requests under this provision are subject to review and verification by the Personnel Officer.

**NOTE: CONVICTION OF A FELONY WILL BAR APPOINTMENT AND CONVICTION OF A MISDEMEANOR OR OTHER OFFENSE MAY BAR APPOINTMENT.**

**CANDIDATES PLEASE NOTE:** It is vital that you submit, with your application, all information, including driver's license (front and back), college transcripts, degrees, or diplomas, necessary to show your qualification for examination. **APPLICATIONS WHICH DO NOT SHOW TRAINING AND/OR EXPERIENCE TO MEET MINIMUM**

QUALIFICATIONS WILL BE DISAPPROVED, AND WE WILL NOT REFER TO OTHER APPLICATIONS ON FILE FOR ADDITIONAL INFORMATION.

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves routine patrol tasks, assisting in investigation of criminal offenses and the apprehension of criminals. Ordinarily, a police officer, whether on patrol work or on a special assignment, works under the supervision or direction of a higher ranking officer. However, there is considerable independent responsibility for exercise of sound judgment in emergencies; does related work as required.

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

- Patrols an assigned area on foot, on a motorcycle or in a radio cruising car; checks doors and windows on 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 and stolen cars and property;
- Directs traffic and marks cars for overtime parking;
- Maintains order in crowds and attends parades and other public gatherings;
- Answers questions for and directs the public;
- Broadcasts radio messages;
- Makes criminal and plain-clothes investigations as assigned;
- Makes regular reports of activities.

**The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.**

**APPLICATIONS:** Applications are available on our website, [www.co.montgomery.ny.us](http://www.co.montgomery.ny.us), or in person at our office located at 20 Park Street, Fonda.

**Scopes / Subjects of examination:** A 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.

### **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 the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

### **CALCULATOR POLICY: PROHIBITED**

**APPLICATION FEE:** An application fee of \$25.00 is required for this examination. Either an application fee or a waiver (see waiver instructions below) must accompany your application. Montgomery County accepts cash, a check or money order payable to the Montgomery County Personnel Department please write the examination number(s) on your check or money order. As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

**WAIVER OF EXAMINATION FEE FOR UNEMPLOYED OR PUBLIC ASSISTANCE RECIPIENTS:** An exception to the fee requirement will be made only for unemployed heads of households and for persons receiving Supplemental Social Security payments or public assistance. To receive an examination fee waiver, the candidate must meet any one of the following criteria: 1. Individuals who are unemployed and primarily responsible for the support of a household; or 2. Individuals who are eligible for Medicaid, or receiving Supplemental Security Income (SSI) payments; or 3. Individuals who are receiving Public Assistance in the form of Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance, or are certified eligible for Job

Training Partnership Act/Workforce Investment Act programs through a state or local social services agency. An Application Fee Waiver Request and Certification Form must be completed and submitted with the examination application. All claims for application fee waiver are subject to verification. If you can verify eligibility for an application fee waiver, please complete the "Application Fee Waiver" form and submit it with your application. This form can be obtained the Montgomery County Personnel/Civil Service website, or through contacting our office at (518) 853-8368.

**PROPER COMPLETION OF APPLICATION:** Applications must have the front and back completed. Resumes may be attached, but they do not take the place of the completed application. If a resume becomes removed from the application the qualification portion of the application process will be lost as well, therefore jeopardizing the candidates' chances of being approved for the examination. **ADMISSIONS NOTICE:** Approved applicants will receive an Admissions Notice from our office providing the date, location and time of the examination. If you have not received your admission notice or a letter stating you do not qualify by the second week before the examination date, please contact the Personnel/Civil Service Office at (518) 853-8368 for information. Montgomery County will not be responsible for the notifications once they have been mailed. Therefore, it is your responsibility to contact this office if you have not received some form of notification as to your status in regard to taking the examination. No candidates shall be admitted to the examination without an admissions notice. All examinations are prepared and rated by the

NYS Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. **SPECIAL ARRANGEMENTS:** Special arrangements may be made if you require a religious accommodation, are a disabled person, or are unable to participate in the examination on the scheduled date due to active military service.

**THIS APPLICATION IS PART OF YOUR EXAMINATION:** Unless otherwise indicated on this announcement, the candidate shall complete one Application for Examination or Employment form for each examination he/she wishes to take. No copies will be accepted. Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be returned to the applicant for proper completion, or ultimately disapproved for failure to fully complete. All applications shall be filed with the Montgomery County Personnel Department, either by mail or in person: 20 Park Street / PO Box 1500, Fonda, NY 12068 to the attention of Ms. Nicole Yaggle, Personnel Officer. This office reserves the right to reject for lateness, application filed after the advertised filing period. The Montgomery County Personnel Department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

**PROMOTIONAL EXAMS:** Promotion exams are subject to sections 52(1) and 52(9) of the Civil Service Law.

**ANTICIPATED ELIGIBILITY:** If you expect to complete the educational requirement(s) within 90 calendar days following the examination date, you can be admitted to this examination. If successful on the examination, you will not be certified for appointment

until you have submitted acceptable proof of completion of the requirements to the Montgomery County Personnel Officer. It is your responsibility to provide this documentation.

**CROSS FILING:** If you have applied for any other Civil Service examinations for employment with New York State or any other local government jurisdiction, you must make arrangements to take all the examinations at one test site. If you have applied for both State and Local government examinations, you must make arrangements to take all your examinations at the State examination center by completing a cross-filer form with the local agency no later than two weeks before the test date. If you have applied for other local government examinations, call or write to each Civil Service Agency for which you have filed for examinations to make arrangements no later than two weeks before the date of the testing date.

**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:** As no credit may be granted after the establishment of the eligible list, it is important that any applicants claiming additional veterans credits notify our office of your intention to apply for veteran's credits at the time of examination application, or at any time between the dates of the application but prior to the date of the establishment of the resulting eligible list. In order to be granted additional credit, a veteran must first obtain a minimum passing score on the examination. Disabled veterans are entitled to receive an additional 10 points on an open-competitive examination or an additional 5 points on a promotion examination. Non-disabled veterans are entitled to 5 points on an open-competitive examination and 2.5 points on a promotional examination. In order to be eligible for credits as a disabled veteran, the candidate must be certified by the Department of Veterans Affairs as having a service connected disability rated at 10% or more, which was incurred during a time of war. Points are added to earned scores provided they have not been used to secure permanent appointment or promotion previously. Candidates are allowed the option of waiving these credits after completion of the examination if the resulting ranking is sufficiently high without them. 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. 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. For more information on applying for or using veterans credits, or for a copy of the application to use veteran's credits, please contact our office at (518) 853-8368.

**FILING OF EXAMINATION APPLICATIONS BY MILITARY PERSONNEL/MILITARY MEMBERS:** Individuals serving on active duty in the armed forces during the filing period for a civil service examination, or individuals who have been discharged with other than a dishonorable discharge after the filing period for an examination has commenced, must be permitted to file for the examination no later than ten business days before the scheduled date of the examination or the last filing date, whichever is later. If qualified, the person must be provided an opportunity to compete in the examination under terms and conditions deemed appropriate by either the State or Municipal Commission. It may be necessary to schedule the examination for a candidate whose application is approved, on a different, later test date, due to a shortage of test materials or vacancies in a testing schedule. In order for a make-up exam to be administered, the eligible list resulting from the original examination holding would still have to be in existence. Persons eligible for military make-up do not have to wait until discharge from active duty to take the test. Completing the exam at the earliest possible opportunity is advisable. The applicant must make full disclosure in writing of ALL New York State and Municipal Civil Service examinations for which a military make-up exam is being or will be requested. The applicant must be able to sign the Alternate Test Date Affirmation. The applicant must submit to this office, a copy of a military order, DD214 or other official military document that substantiates the applicant's active military service at the time of the examination and any subsequent service. Candidates must request a make-up exam no later than 60 days after release from active duty.

**EMERGENCIES:** If an emergency prevents you from appearing for the examination, please notify this office no later than 9:00 AM on the Monday following the test date (Tuesday, if Monday is a holiday), providing verifiable documentation of the reason.

**ELIGIBLE LISTS:** Appointments from an eligible list must be made from the top three candidates willing to accept appointment. The duration of an eligible list may be fixed for a minimum period of one year up to a maximum period of 4 years.

**ADDRESS CHANGE:** Failure to notify this office of a change of address may result in disqualification for examination or certification for appointment following examination. No attempt will be made to locate candidates who have moved.

**ALTERNATE TEST DATE POLICY:** Because considerable planning, preparation and expense goes into each examination scheduled by the Personnel Officer, it is expected that candidates exert every effort to appear on the announced examination dates. On occasion, candidates may have to sacrifice personal commitments to pursue their career goals. On the other hand, the Personnel Officer must also be able to respond to legitimate needs when candidates find that significant personal events preclude their taking written examination when scheduled. The Personnel Officer has determined the following reasons may warrant granting an alternate test date: A death in the immediate

family or household within the week preceding the examination; Military commitment; Being a member of a traditional, religious or civil ceremonial party, such as a wedding baptism, bar mitzvah or a member of the immediate family or household of the individual for whom the ceremony is being held; Having a conflicting professional or educational examination. Professional examinations would include those for CPA, ACSW, and the Bar Educational examinations would include SAT, College Boards and Graduate Records; Vacations for which non-refundable down payments were made before the examination announcement was issued; Required court appearances; Medical emergencies involving a hospital confinement or certification from a physician that the candidate is unable to appear for the examination due to a specific medical problem of the candidate or member of the immediate family or household; Emergency weather condition, verified by the local public safety agency, that lead to the closing of specific roads, highways or independent transportation services which prevent a candidate from reaching the test center. Other reasons may be considered on a case-by-case basis.

**PROCEDURES FOR REQUESTING ALTERNATE TEST DATE:** For situations known prior to when the examination is scheduled for administration, the candidate should notify the Montgomery County Personnel office in writing as soon as possible before the test date. The request should contain a complete explanation of the reason the candidate cannot take the examination as scheduled and be supported by appropriate documents, if available. For emergency situations, the candidate must notify this office no later than Monday (Tuesday if Monday is a holiday) following the Saturday scheduled test date.

**LIMITATIONS IN APPLYING ALTERNATE TEST DATE POLICY:** Written examinations will not be administered prior to the scheduled date. Alternate test dates generally will be granted no later than the Saturday following the scheduled examination. Taking two civil service tests on the same day is not a basis for an alternate test date for one, as long as both are provided by the New York State Department of Civil Service. Alternate test date candidates must affirm in writing that they have not discussed the examination content with any individual. If the affirmation proves untrue, disqualification will follow.

**THE COUNTY OF MONTGOMERY DOES NOT DISCRIMINATE ON THE BASIS OF AGE, RACE, COLOR, RELIGION, GENDER, CREED, NATIONAL ORIGIN, PHYSICAL OR MENTAL DISABILITY, MARITAL STATUS, VETERANS STATUS, DISABLED VETERANS STATUS, OR STATUS AS A MEMBER OF ANY OTHER PROTECTED GROUP OR ACTIVITY IN ALL ASPECTS OF EMPLOYMENT.**