

PLEASE POST CONSPICUOUSLY

CHENANGO COUNTY ANNOUNCES EXAMINATION OPEN TO THE PUBLIC FOR

POLICE OFFICER #61-557

Examination Date:
December 2, 2017

Applications Accepted Through:
5:00 P.M. October 26, 2017

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 processing fee for each separately numbered law enforcement examination for which you apply.**

To be considered for examination, the processing fee(s) must be paid at the time an application for examination(s) is filed.

DO NOT SEND CASH. Checks or money orders made payable to the Chenango County Treasurer will be accepted. **Write the examination number(s) and your social security number 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, you will be disqualified and you will not receive a final rating. Therefore, you will not be considered for placement on the resulting eligible list.

AS NO REFUNDS 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. 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. 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	The salary varies in each municipality.
LOCATION OF POSITIONS	The eligible list established as a result of this examination will be used to fill full-time vacancies in Towns and Villages under the jurisdiction of the Chenango County Personnel Office. Vacancies are expected to occur from time to time.
RESIDENCY REQUIREMENT/ PREFERENCE	There are no residency requirements to participate in this examination. However, in accordance with Section 3 of Public Officers Law, at time of appointment and continuing throughout employment, an appointee to a <u>village</u> Police Officer position must be a resident of and be domiciled within Chenango County or one of its' five contiguous counties (Cortland, Madison, Broome, Otsego and Delaware), unless the village in which appointment is to be made, in accordance with Section 30 (4) of Public Officers Law, has adopted a local law or ordinance requiring more limited residency requirements for Police Officer appointees. If appointment is to be made to a position in a <u>town</u> police department the Police Officer appointee must be a resident of and domiciled within Chenango County at time of appointment in accordance with Section 151 of Town Law, unless the town has by local law or ordinance established more limited residency requirements for Police Officers. Where a municipality, village or town, has adopted a local law or ordinance governing Police Officer residency, a Police Officer candidate may be required to indicate at the time of consideration for appointment that they will comply with the residency conditions set forth in the municipality's local law or ordinance. Additionally, in accordance with Civil Service Law, upon an appointing authority's request, preference in certification for appointment may be given to candidates who have been legal residents of the municipality in which appointment is to be made for at least four (4) months immediately preceding the scheduled date of the written examination.
DUTIES	A Police Officer is a title used in Chenango County Towns and Villages and is responsible for the enforcement of laws and ordinances and the protection of lives and property in an assigned area during specified periods. The duties consist primarily of routine patrol tasks, assisting in investigation of criminal offenses and the apprehension of criminals. A Police Officer, whether on patrol work or on special assignment, works under the general supervision of a higher ranking officer. However, there is considerable independent responsibility for exercise of sound judgment in emergencies. Does related work as required.
MINIMUM QUALIFICATIONS	Candidates must be a high school graduate or holder of a high school equivalency diploma issued by an education department of any of the states of the United States OR holder of a comparable diploma issued by any commonwealth, territory or possession of the United States or by the Canal Zone OR holder of a report from the United States Armed Forces certifying successful completion of the tests of general educational development, high school level.
SPECIAL REQUIREMENTS	1.) <u>Age:</u> In accordance with Section 54 of Civil Service Law, Chenango County has established that <u>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.</u> In accordance with Section 58.1 (a) of Civil Service Law <u>eligibility for appointment as a Police Officer begins when the candidate reaches age 20.</u> 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 Police Officer 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 Police Officer 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.) Background Investigation: Appointees to this position must have good character, good judgment, a good driving record, and a demonstrated record of respect for the requirements and processes of law. Accordingly, candidates who pass both the written examination and the qualifying physical fitness screening test will be subject to an extensive background investigation. Candidates will be required to authorize access to information contained in educational, financial, employment, military, criminal history, driving, mental health, or other records, or be asked to submit documents relevant to their background investigation. 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 appointment candidates must possess a valid New York State Driver's License and a driving record acceptable to the municipality's insurance carrier.

6.) Residency: Appointees will be required to meet the residency requirements set forth in either Public Officer's Law, Town Law, or the hiring municipality's local law or ordinance, whichever is applicable to the vacancy being filled.

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 Screening: Candidates being considered for appointment as a Police Officer will be required to undergo a psychological evaluation. The psychological evaluation will be used as a screening device when making a determination as to the selection or non-selection of otherwise qualified candidates.

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 Police Officer, a candidate must satisfy all current requirements of Section 58 of the Civil Service Law prior to appointment.

SUBJECTS OF EXAMINATION

The examination for Police Officer 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. Applying written information (rules, regulations, policies, procedures, directives, etc.) in police situations

These questions test for the ability to apply written rules in given situations similar to those typically experienced by police officers.

2. Memory for facts and information

These questions test for the ability to remember facts and information presented in written form. You will be given 5 minutes to read and study the information in the Memory Booklet. After the 5-minute period, the Memory Booklet will be taken away. You will then be required to answer questions about the material that was presented in the Memory Booklet.

3. Reading, understanding and interpreting written information

These questions test for the ability to read, understand, and interpret the kinds of written information that police officers are required to read during their formal training period and on the job.

4. Preparing written material in a police setting

These questions test for the ability to prepare the types of reports that police officers write. You will be presented with a page of notes followed by several questions. Each question will consist of four restatements of the information given in the notes. From each set of four, you must choose the version that presents the information most clearly and accurately.

P.E.R.C. STATEMENT

The rating key for this examination will be established by the New York State Civil Service Commission prior to the date of the test, upon recommendation of a committee of police experts who will review all the questions for appropriateness and the key answers for correctness. There will be no review of the questions by candidates. This committee was selected with the assistance and endorsement of the Police Conference of New York, Inc., the New York State Association of PBA's, Inc., and the New York State Association of Chiefs of Police, Inc.

STUDY GUIDE

A Guide for the Written Test for Police Entrance is available at the New York State website: www.cs.ny.gov/testing/localtestguides.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 Police Officer 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 Police Officer 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 Police Officer 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 Police Officer 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 Police Officer 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 Police Officer 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. This department does not acknowledge receipt of applications. 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.

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 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 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.

Comparable Promotion Examination:

If a promotion examination is held while a public employee who would be entitled to participate in the promotion examination is on military duty, the employee may make a request to participate in a comparable promotion examination once he/she has returned to work. The employee must request a comparable examination within 60 days of being restored to his/her position. Requests for a comparable examination must be submitted in writing to the Chenango County Personnel Office.

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, creed, color, national origin, age, sex, religion, disability, sexual orientation, gender identity, marital status, military status, familial status, domestic violence victim status, predisposing genetic characteristics, prior arrest or conviction record, 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: 8/23/17
www.co.chenango.ny.us