



**NIAGARA COUNTY  
CIVIL SERVICE  
111 Main Street – Suite G2  
Lockport, New York 14094-2740**

*Malcolm A Needler  
Personnel Officer  
(716) 438-4071*

## **DEPUTY SHERIFF CAPTAIN – (Amended 8/13/21)**

### **No 71-286 Promotional Examination**

**Salary \$39.51 - \$41.09/hour**

The examination will be held to establish an eligible list used to fill any appropriate vacancies in the Niagara County Sheriff's Office that may occur during the life of the list. **The list established from this exam will supersede any existing list for this title.**

**PROMOTIONAL QUALIFICATIONS:** Candidates must currently be employed at the Niagara County Sheriff's Office and have two (2) years of full-time permanent competitive status as a Deputy Sheriff Lieutenant or Deputy Sheriff Criminal Investigator or eight (8) years of full-time permanent competitive status as a Deputy Sheriff or Police Officer, three (3) years of which must have been with the Niagara County Sheriff's Office immediately preceding the date of written examination.

**SPECIAL REQUIREMENTS:**

1. Possession of a valid New York State Driver's License throughout the duration of employment.
2. Must satisfactorily complete all training requirements and qualify with firearms as required by the department throughout employment.

**SENIORITY CREDIT:** Seniority is based on the length of continuous permanent classified service in the jurisdiction in which promotion is sought, with points added to an eligible candidate's passing score for each appropriate five-year period or fraction thereof in accordance with the following schedule:

Less than 1 year	0 points
1 year up to 6 years	1 point
Over 6 years up to 11 years	2 points
Over 11 years up to 16 years	3 points
Over 16 years up to 21 years	4 points
Over 21 years up to 26 years	5 points

**DUTIES:** The work involves responsibility for supervising the operation of a division or divisions of the Niagara County Sheriff's Office. The incumbent is responsible for supervising and participating in the enforcement of New York State laws by directing the patrol, investigation and/or communications functions of the Sheriff's Office. The incumbent is also responsible for directing, training and evaluating the performance of subordinates in their duties and responsibilities, for overseeing certain record keeping functions and for assisting in the establishment of unit policy. The work is performed under general supervision with considerable leeway allowed for the use of independent judgment in planning the details of the work. Supervision is exercised over the work of staff of the assigned unit or division. Does related work as required.

**NOTICE TO CANDIDATES:** The use of calculators is **PROHIBITED**. **Cell phones are prohibited.**

**FEE WAIVERS:** Waivers for the filing fee must be completed in full and submitted with required supporting documentation or your application will be disapproved.

**APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY OR POSTMARKED BY THE FILING DEADLINE.  
YOUR APPLICATION WILL BE DISAPPROVED IF PAYMENT IS NOT RECEIVED BY THE FILING DEADLINE.**

FILING DEADLINE

**SEPTEMBER 10, 2021**

A non-refundable \$25.00 application fee is required.  
Apply and pay online or submit a check or money order  
payable to: Niagara County Civil Service

ANNOUNCEMENT ISSUED: AUGUST 9, 2021

EXAMINATION DATE

**OCTOBER 16, 2021**

**SUBJECT OF EXAMINATION:** There will be a written test which you must pass in order to be considered for appointment. The written test will be designed to test for knowledge, skills, and/or abilities in such areas as:

1. **Law enforcement methods and practices** - These questions test for knowledge of accepted police methods and practices and/or their application to situations in the police field. The questions are a sampling of the various knowledge that police personnel may be required to possess in the course of their day-to-day work-related activities.
2. **New York State Laws – Police** - These questions test for knowledge of the laws in effect on January 1, 2021 that law enforcement personnel may encounter in the course of their day-to-day work-related activities. The questions are a sampling of job-related sections of the Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, Family Court Act and other laws relevant to law enforcement in New York State.
3. **Preparing written material in a police setting** - These questions test for the ability to prepare the types of reports and communications that police personnel write. The content is appropriate for the ranks/levels being tested. Some questions test for the ability to present information clearly and accurately. They consist of restatements of information given in note form. You must choose the best version from each set of four choices. Other questions test for the ability to organize paragraphs. They consist of paragraphs with their sentences out of order. For each of the paragraphs you must choose, from four suggestions, the best order for the sentences.
4. **Understanding and interpreting written material** - These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.
5. **Planning, supervising and administering police programs and activities** - These questions test for knowledge of the principles and practices involved in managing an organizational segment of a police department in New York State and directing the activities of subordinate staff, including subordinate supervisors. These questions cover such areas as planning, controlling, directing, organizing, and coordinating the activities of the organizational section. Questions also cover the personal interactions between an upper-level supervisor and subordinate supervisors in the accomplishment of objectives and deal with issues of work assignments, job performance, and training.

A Guide for the Written Test for **Second- and Third-Line Police Supervisors** 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.

**CANDIDATES NOTE:** You are responsible for completing all sections of the official application. To receive credit for experience on a job, basic information such as address, name and title of supervisor, hours in the work week, final salary, and duties performed by you, must be shown. Be very specific in explaining experience that will qualify you for the position sought. Ambiguity and vagueness will not be resolved in your favor. **EACH SEPARATE SHEET ATTACHED TO THE APPLICATION MUST BE SIGNED.**

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:** If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangement for taking all tests at one test site. All examinations for positions in State government will be held at a State Examination Center.

This examination will be 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 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.

Please review **[IMPORTANT EXAMINATION INFORMATION FOR CANDIDATES](#)**