



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

*Malcolm A Needler
Personnel Officer

(716) 438-4071*

CAMPUS PEACE OFFICER

No 60-016020 Examination Open to the Public

Salary Range: \$27.53 - \$37.93

The examination will be held to establish an eligible list used to fill any appropriate vacancies at SUNY Niagara College that may occur during the life of the list. **The list established from this exam will supersede any existing list for this title.**

RESIDENCE REQUIREMENTS: Candidates must have been legal residents of Niagara County or a contiguous county (Erie, Genesee, Orleans) for at least one (1) month immediately preceding the date of the written examination and such residency must continue until the time of appointment.

MINIMUM QUALIFICATIONS: Candidates must meet the following on or before the date of the written exam. If you do not meet these qualifications, your application will be disapproved and your filing fee will not be refunded. **Anticipated Eligibility – Age and Educational Requirements:** Applicants who are within 12 months of meeting the minimum age or attaining the minimum educational requirements following the date of examination, may take the civil service exam, but will be restricted from certification until such a time that the minimum age or educational requirements are met.

Graduation from high school or possession of an equivalency diploma and one of the following:

1. Completion of sixty (60) college credit hours; **OR**
2. Two (2) years of paid full-time or pro-rated part-time experience in a uniformed position requiring police officer or peace officer certification; **OR**
3. Three (3) years of paid full-time experience as a licensed security guard and current NYS registration as a security guard; **OR**
4. Possession of a certificate of completion of training from the Municipal Police Training Council.

NOTE: Degrees and/or college credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

SPECIAL REQUIREMENT:

1. Candidates must possess a valid New York State Vehicle operator's license at time of appointment and throughout employment;
2. Candidates must successfully complete an approved Municipal Police Training Council Training Program for Campus Peace Officer as described in Section 2.30 of Criminal Procedure Law within one year of the date of appointment and maintain such certification at all times thereafter for the duration of employment;
3. Candidates must be eligible to obtain a firearms license pursuant to Section 400 of the New York State Penal Law and must successfully complete an annual firearms/weapons re-certification program as a condition of continued employment;
4. The employee must possess one of the following first-aid certifications: Responding to Emergencies through the American Red Cross, or First Responder or Emergency Medical Technician certification within one year of the date of appointment and must maintain valid certification for the duration of employment;
5. Candidates must submit their fingerprints prior to employment for the purpose of conducting a criminal history check by the Division of Criminal Justice Services and the Federal Bureau of Investigation.

DRUG SCREENING: Applicants may be required to undergo a drug-screening test to determine suitability for appointment in accordance with local policies. Applicants who test positive may be restricted from future certification.

BACKGROUND INVESTIGATION: 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.

**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

JANUARY 30, 2025

A non-refundable \$15.00 application fee is required.
Apply and pay online or submit a check or money order
payable to: **Niagara County Civil Service**

ANNOUNCEMENT ISSUED: December 5, 2024

EXAMINATION DATE

MARCH 15, 2025

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

NOTICE TO CANDIDATES: The use of calculators is **ALLOWED**. Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboard such as computers, spell checkers, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited. **Cell phones and smart watches are prohibited.**

DUTIES: The work involves responsibility for implementing and maintaining a campus public safety/security program to provide for the protection and safety of persons and property on the campus of Niagara County Community College. The incumbent is responsible for enforcement of campus regulations, public safety, traffic, and property access control, fire and crime prevention and investigation, documentation and reporting of all incidents and relevant conclusions. The Campus Peace Officer enforces the Laws of the State of New York by virtue of the designation of campus peace officer by the Niagara County Community College Board of Trustees. The position is distinguished from that of Campus Security Officer by nature of the Peace Officer status, training requirements, and ability to carry a weapon. Work is performed under the general supervision of the Director of Safety and Security with considerable latitude allowed for the exercise of independent judgment in carrying out assignments. Supervision of other staff is not normally a function of this position. Does related work as required.

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. **Preparing written material:** These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.
2. **Applying written information in a safety and security setting:** These questions evaluate your ability to read, interpret and apply rules, regulations, directives, written narratives and other related material. You will be required to read a set of information and to appropriately apply the information to situations similar to those typically experienced in a public safety and security service setting. All information needed to answer the questions is contained in the rules, regulations, etc. which are cited.
3. **Following directions (maps):** These questions test your ability to follow physical/geographic directions using street maps or building maps. You will have to read and understand a set of directions and then use them on a simple map.

A Guide for the Written Test for **Safety and Security** 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 examination for positions in State government will be held at a State Examination Center.

COLLEGE ACCREDITATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies that provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

COLLEGE CREDITS MUST BE VERIFIED WITH AN OFFICIAL TRANSCRIPT. If you have listed college or special courses on your application it will be necessary for you to submit an official transcript or special course certificate. **Documents can be submitted electronically or in hardcopy format but must be on official letterhead or stationary. If these documents are not on file prior to canvassing/certification for vacant positions, your name will not be canvassed/certified and your name will be removed from consideration for all appointments.**

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](#)**

Exams/Jobs Portal - <https://niagara-portal.mycivilservice.com/>

Niagara County Civil Service # 2025-04