



# ORANGE COUNTY

## CIVIL SERVICE EXAMINATION OPEN TO THE PUBLIC

Written Test to Be Held  
**SEPTEMBER 28, 2024,  
or SEPTEMBER 29, 2024**

Last Filing Date  
**AUGUST 9, 2024**

Examination No. and Title	Salary	Processing Fee
<b># 89395 POLICE OFFICER/DEPUTY SHERIFF</b>	<b>VARIES</b>	<b>\$50.00</b>

Dear Police Officer / Deputy Sheriff Applicant:

*The Department of Human Resources reserves the right to administer tests on either Saturday or Sunday based on the needs of this office. Your admission notice will state what date and time you are scheduled. Arbitrary requests for a specific date or time will not be entertained. Information pertaining to reasonable accommodations, special arrangements, alternate test dates, military personnel can be found on the reverse side of the announcement.* Your application for this test is part of the examination process. Incomplete applications may not be accepted unless **fully completed** and resubmitted (if necessary) and **postmarked no later than the last filing date noted above.**

**Please be sure you have read this entire announcement.**

Non-Refundable application processing fee of **Fifty Dollars (\$50.00)** in the form of a Check or Money Order made payable to the **Commissioner of Finance**. **Note: We cannot accept any check or money order that is not complete and/ nor made payable to the Commissioner of Finance.** Please put your name and exam # on your check or money order.

Please ensure that you have completely entered ALL the following information on your Application for Examination/Employment:

_____ Exam Number & Title	_____ Social Security Number
_____ Full Name	_____ Legal Residence (Including street address)
_____ Phone Number	_____ Residency ( <u>Current</u> )
_____ Special Arrangements ( <u>If applicable</u> )	_____ Veterans Credits ( <u>Submit Application, DD214 &amp; Disability Authorization if applicable</u> )
_____ Cross Filing ( <u>If applicable and submit cross filer form</u> )	_____ Email Address
_____ Character Questions ( <u>8a - 8f</u> )	_____ Birthdate / Citizenship
_____ #10 Drivers License ( <u>Attach a copy of your valid DL</u> )	_____ #12 High School
_____ Higher Education	_____ Work Experience
_____ Applicant Signature and Date	

**Double check you have provided the following:**

\_\_\_\_\_ College Transcript or Degree/ DD214/ Military Orders/ Basic Police Officer Training Certification (whichever is applicable)

\_\_\_\_\_ Valid Driver's License (Refer to pages 1 and 2 of the announcement for further details)



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This examination is being held to establish an eligible list in the above title which will be used to fill Police Officer positions in town and village police departments in Orange County and Deputy Sheriff positions in the Orange County Sheriff's Office. Starting salary for Deputy Sheriff positions is \$ 63,425.83 (base) /annually in 2024 while in the academy. Starting salary for Police Officer positions vary by agency.

A **\$50.00 non-refundable** application processing fee is required. A **check or money order** payable to the **Commissioner of Finance** must accompany application. A \$20.00 service charge will be imposed for checks returned for insufficient funds or like reasons. Please refer to the General Information section on the reverse of this page for information regarding eligibility for waiver of application processing fees. Applications received without the required fee **will be returned to you unprocessed**. If you wish to re-file, your application and the appropriate fees must be **postmarked no later than August 9, 2024**. Please **compare your qualifications carefully** with the requirements for admission and file only if you are clearly qualified. Application processing fees are **non-refundable**. If you are disqualified from or fail to appear for the examination, **your fee will not be refunded**.

**Minimum Qualifications Required for Admission to the Exam** - Your application **must clearly** indicate possession of the following requirements **as of the last filing date noted above**: Graduation from high school or possession of a high school equivalency diploma **and** either:

- (A) Three (3) years of active military experience in the armed forces of the United States with an honorable discharge, or currently serving in the armed forces of the United States with a minimum of three (3) years of active duty service;  
**(Please submit a copy of your DD214 or if currently active, a copy of your military orders.) OR**
- (B) An Associate's degree (or higher) or Completion of sixty (60)\* college credits; **OR**
- (C) Completion of **forty-five (45)\*** college credits **and** the equivalent of **six (6) months** of work experience as a police officer, correction officer, police dispatcher, licensed security guard or other related experience in the law enforcement, corrections or military\*\* field;  
**OR**
- (D) Completion of **thirty (30)\*** college credits **and** the equivalent of **one (1) year** of work experience as a police officer, correction officer, police dispatcher, licensed security guard or other related experience in the law enforcement, corrections or military\*\* field;

Work experience is based at 35 hours/ week with part-time experience being prorated.

You must submit a **complete** application. Please be sure to **answer all questions including dates of employment (month/year), number of hours worked per week** and a **detailed description** of your qualifying experience as noted above. **A resume may NOT** be submitted in lieu of completing the application. Applications that do not clearly indicate the required experience **will be disapproved**.

You must submit **transcript(s) or a copy of your degree** with your application or within thirty (30) days of filing an application if qualifying under option (B), (C), or (D). **Transcripts downloaded from the internet, grade reports or copies that do not identify the educational institutions are unacceptable for purposes of qualification**. Note: Your degree or 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. (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 who 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.)

\*Completion of a *Basic Police Officer Training Course as approved by the NYS Municipal Training Council will be accepted as the equivalent of fifteen (15) college credits*. **Please submit a copy of your certificate**.

\*\*Any service branch of the United States Armed Forces. If not currently active, must provide proof of honorable discharge.

**In addition by the last filing date**, Police Officer candidates must possess and maintain a valid New York State driver's license; Deputy Sheriff candidates must possess and maintain a valid driver's license. **Please submit a copy of your driver's license with your application**. Applicants must also meet residency, age and citizenship requirements as outlined on page 2 to participate in this examination.

**Residency Requirements:**

**Police Officer candidates** must be a legal resident of Orange County or a resident of a county within the State of New York contiguous to the County of Orange, at the time of **appointment**. Preference in certification may be given to residents of municipalities in Orange County.

**Deputy Sheriff appointees** must become a resident of Orange County or a resident of a county within the State of New York contiguous to the County of Orange within six (6) months of appointment. Preference in certification may be given to residents of Orange County. **\*\*\*For Candidates who are approved for Deputy Sheriff ONLY positions, based on not having a valid New York State Driver's License at time of application, your name will ONLY be certified for Deputy Sheriff positions. Your name will NOT be certified for Police Officer positions.\*\*\***

For purposes of such certification, "residents" shall be adjudged to be those whose fixed and permanent domicile is within the boundaries of a given municipality (for Police Officer positions) **prior to the date of written examination** through time of appointment. If your mail is sent to a post office box, ***you must also indicate your street address***. Any change of address received **after the scheduled written exam date** posted on the front of this announcement, resulting in a change of municipality (Village or Town) will result in the **loss of previous** residency preference. For example: If a candidate's address on their application is confirmed to be in the Village of Monroe / Town of Monroe and such candidate moves to the Village of Goshen / Town of Goshen, this candidate will lose the residency preference for the Village of Monroe and Town of Monroe and will not gain new residency preference in the Village of Goshen and Town of Goshen if such change of address notification was received after the scheduled written exam date.

**Age Requirements:** Applicants must be no less than nineteen (19) years of age nor more than thirty-five (35) years of age as of the date of the written examination. Candidates must be twenty (20) years of age to be certified for appointment to the title of Police Officer or Deputy Sheriff.

**Applicants who were born on or before September 28, 1989 are not eligible to compete** in the September 28, 2024 administration of this examination except for those persons who were engaged in military duty as defined in Section 243 (10-a) of the New York Military Law. Qualified applicants may deduct from their actual age the length of time spent in such military duty, provided the total deduction does not exceed seven (7) years. (Please submit a copy of your DD214)

**Citizenship Requirement:** United States citizenship is required to participate in this examination.

**Character and Background:** As stated in Section 58 of the Civil Service Law, there will be a background investigation conducted in accordance with the standards of the municipal police training council (MPTC). Candidates will be subject to satisfactory completion of an inclusive background investigation. **Conviction of a felony will bar an applicant from examination and/or appointment.**

Applicants may be required to authorize access to educational, financial, employment, criminal history, and mental health records. Family members, neighbors, associates, and others may be interviewed. Derogatory information will be evaluated and may result in disqualification. All convictions must be reported. Conviction of a felony or misdemeanor, or any falsified or omitted information, may bar appointment or result in removal after appointment, depending upon the relationship of the violation or omission to the duties of the position. Candidates who receive a satisfactory evaluation on the background investigation and meet all other administrative requirements will be considered eligible for appointment. The following are among some of the factors that may be cause for disqualification:

- Lack of any of the established requirements for admission to the examination or for appointment to the position;
- Disability which renders the candidate unfit to perform in a reasonable manner the duties of the position;
- Criminal conviction (Felony conviction is an automatic disqualification. Convictions for any other crimes and offenses are subject to review);
- Dismissal from a permanent position in the public service due to charges of incompetence or misconduct;
- Intentional making of a false statement of any material fact in candidate's application;
- Practice, or attempt to practice, any deception or fraud in candidate's application, examination, or in securing eligibility or appointment;
- Dismissal from private employments because of habitually poor performance;
- Lack of good moral character or habits or a satisfactory reputation;
- A record of disrespect for the requirements and processes of law, including repeated traffic offenses or disregard of summonses for traffic offenses;
- Refusal to permit the Orange County Department of Human Resources to investigate matters necessary for the verification of candidate's qualifications, or otherwise hampering, impeding or failing to cooperate with such department in such investigation.

**Testing/Screening:** As stated in Section 58 of the Civil Service Law, you will be required to participate in a psychological evaluation to determine your fitness to perform the essential duties of the position prior to appointment. Failure to meet the standards may result in your offer of employment being rescinded or in your disqualification. An eligible will be called for a psychological assessment as needed to fill existing and anticipated vacancies. Applicants may also be subject to polygraph testing and/or fingerprinting and may be required to pay fees for the administration and processing of such testing/screening.

**Physical and Medical Requirements:** Candidates for competitive appointment must meet the physical fitness and medical standards prescribed by the New York State Municipal Police Training Council. In addition, prior to any offer of employment, applicants must pass a physical exam including a urine test showing no use of substances prohibited for persons in law enforcement careers (including but not limited to marihuana).

**Physical Fitness Screening Test:** Candidates must pass the written test in order to be scheduled for the physical fitness screening test prescribed by the Municipal Police Training Council (MPTC). *Candidates who fail any element of the physical fitness portion of the examination will be disqualified and considered to have failed the exam. However candidates who fail the physical fitness screening test will be allowed to request one retest.*

**Retest Policy:** Candidates who appear for and fail their initial physical fitness screening test will have 30 days from the date of the initial fitness test to request a retest. Candidates must submit a written request to the Department of Human Resources Civil Service Unit by emailing [civilserviceexams@orangecountygov.com](mailto:civilserviceexams@orangecountygov.com). The retest is not guaranteed and will be scheduled at the convenience, availability and need of the Orange County. A maximum of one retest may be granted per person through this exam.

*Candidates who do not appear for their scheduled physical fitness screening test will be restricted on the eligible list and from certification and will not have an opportunity for appointment or retest, unless approval has been made for an alternate test date.*

**Candidates are advised that requests for waivers of the physical fitness screening test or appeals of the determination of the qualified trainer will not be entertained.**

The three (3) elements measured in the qualifying physical fitness screening test are muscular endurance (core body), muscular endurance (upper body) and cardiovascular capacity. A brief description of the test items used to measure each component is as follows:

*Sit Up:* Muscular endurance (core body) – The score indicated below is the number of bent leg sit-ups performed in one minute.

*Push Up:* Muscular endurance (upper body) – The score indicated below is the number of full body repetitions a candidate must complete without breaks.

*1.5 Mile Run:* Cardiovascular capacity - The (time) score indicated below is calculated in minutes: seconds.

**\*\*Informational Video for Police Agility can be found on the Orange County Website\*\*:**

[www.orangecountygov.com/agility](http://www.orangecountygov.com/agility)

<u>AGE/SEX</u>		<u>TEST</u>		
<b>MALE</b>		<b>SIT-UP</b>	<b>PUSH-UP</b>	<b>1.5 MI RUN</b>
20-29		38	29	12:38
30-39		35	24	12:58
40-49		29	18	13:50
<b>FEMALE</b>		<b>SIT-UP</b>	<b>PUSH-UP</b>	<b>1.5 MI RUN</b>
20-29		32	15	14:50
30-39		25	11	15:43
40-49		20	9	16:31

**Medical Screening Test:** Candidates who pass the qualifying physical fitness screening test and who are given a conditional offer of employment will be scheduled to take the MPTC-mandated medical screening test. The medical requirements are available on our web site at: [www.orangecountygov.com/1148/civilservice](http://www.orangecountygov.com/1148/civilservice) . A drug-screening test will be conducted as part of this pre-employment medical screening process. *Candidates who do not appear for the medical portion of the examination when scheduled will be eliminated from further testing and consideration for purposes of this competition.*

An MPTC-mandated medical screening administered by Orange County in conjunction with this examination will be valid for the life of the resulting eligible list.

**Mandated Training Requirements:** Successful completion of the Municipal Police Training Council's Basic Police Officer Training Course is required for a Police Officer or Deputy Sheriff appointee to attain permanency, as required by section 209-q of the General Municipal Law.

**Probationary Period:** The maximum probationary period for Police Officers and Deputy Sheriffs is seventy-eight (78) weeks, unless extended by absences.

**Military Personnel:** Section 243-b of Military Law provides for a member of the armed forces of the United States who has duly filed an application for scheduled examination but was unable to compete in the examination due to active military duty be provided with a special military makeup examination. Section 243-c of the Military Law provides that individuals on active duty or individuals discharged from the armed forces after the filing period for an examination has begun are permitted to file an application no later than the close of business on **Monday September 16, 2024**.

**Veteran's Credits:** Veterans who are eligible for additional credit must submit an application for veteran's credit with their application or prior to the establishment of the eligible list. Applications for veteran's credits are available at the Department of Human Resources. *Veteran's credits can only be added to a passing score on the examination.* Candidates currently in the armed forces may apply for and be conditionally granted veteran's credit on the examination. 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 service in time of war, as defined in Section 85 of the Civil Service Law, and receipt of an honorable discharge or release under honorable conditions in order to be certified at the higher ranking. No credit may be granted after the establishment of the list.*

**Special Requirements for Appointment in the Town of Wallkill:** Applicants are advised that eligibility for appointment to Police Officer in the Town of Wallkill will additionally require passage of essential test(s) and/or possession of qualifications and/or personal characteristics different from those required for certification to other municipalities of the County of Orange, including a higher minimum age, pursuant to provisions of a consent decree and as directed by U.S. District Court Judge Colleen McMahon. A copy of the consent decree will be made available for inspection in the Orange County Department of Human Resources, 255 Main Street, Goshen, NY.

**What the Job is Like:**

**Police Officer:** This is important work involving the enforcement of all laws and ordinances in an assigned district during a specific period. The work consists primarily of routine patrol tasks where the incumbent is responsible for the protection of life and property. Incumbent may also investigate criminal offenses and apprehend criminals. This class differs from that of a Deputy Sheriff by virtue of the more limited patrol jurisdiction and the absence of civil duties. Work is performed under the direct supervision of a senior official with leeway allowed for exercise of independent judgment and action as the situation warrants. Incumbent does related work as required.

**Deputy Sheriff:** The work involves responsibility for the protection of lives and property as well as the enforcement of laws and ordinances within the County. A Deputy Sheriff investigates offenses, apprehends violators, and conducts patrol operations in accordance with standard operating procedures. The work is performed under the general supervision of a higher-ranking Deputy Sheriff Supervisor. Leeway is allowed for the exercise of independent judgment in carrying out the details of the work. Deputy Sheriffs are required to work various shifts and be available for special assignments on a twenty-four (24) hour basis. Incumbent does related work as required.

**Cross Filer Statement:** *If you have applied for any other civil service examination to be given on the same date (excluding New York City), you must make arrangements to take all the examinations at one test center.*

- Candidates must apply directly with each jurisdiction for the exam they are interested in taking.
- Cross filing is simply a way to coordinate taking all of the exams that you have applied for and are approved to take at one central location.
- Cross filing is not a substitute for an application.
- The cross-filer form (which can be found on the Orange County website at: [www.orangecountygov.com/1148/civilservice](http://www.orangecountygov.com/1148/civilservice)) should be completed and filed with each jurisdiction involved as soon as possible.
- You must fill out a cross filer form and submit to this office no later than 3 weeks before the exam.
- You must also alert all other counties you have applied with that you have filed for an exam or multiple exams on the same date. You must state at which county you wish to take the exam.

**Cross Filer Note:** Candidates, who apply for both New York State and Local jurisdiction exams, must take **all exams** at the New York State exam site. Please be sure to note on the cross-filing form you submit to this office if you have applied for a New York State exam that is scheduled on the same date.

**SUBJECTS OF THE EXAMINATION** – (Entry-Level Law Enforcement Officer Examination Series) 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.

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.

**- USE OF CALCULATORS IS PROHIBITED FOR THIS EXAMINATION -**



## GENERAL INFORMATION - PLEASE READ CAREFULLY

When the examination is prepared and rated by the New York State Department of Civil Service in accordance with 23.2 of the Civil Service Law, the administration of this examination, including rating and review, is governed by the provisions of New York State Civil Service Rules and Regulations. The passing grade for this examination is 70.

**APPLICATIONS:** Candidates, may apply online for exams with a “logon” button. Candidates wishing to obtain a hard copy may print the application, by visiting [www.orangecountygov.com](http://www.orangecountygov.com), or by visiting the Department of Human Resources between normal business hours. For applicants not able to print a copy or visit this office, you may request a paper application by sending a self-addressed, stamped, legal-sized envelope to the Orange County Department of Human Resources at 255 Main Street, Goshen, NY 10924.

**HOW TO APPLY:** If applying by US Postal Mail, completed applications must be postmarked no later than the last filing date shown on the front of this announcement or, if not mailed, must be received in the Department of Human Resources no later than 4:59 PM on the last filing date established for this examination. Candidates applying online must submit their application online by 11:59 p.m. eastern standard time on the last filing date shown of the front of this announcement. It is recommended that you not wait until the last moment to apply in case a problem may arise during your submission process. The burden of ensuring a timely application is received rests solely on the candidate. The date imprinted by a postage meter is NOT construed as a postmark. The application is part of the testing process: It must be completely filled out, with all pertinent information provided, or disapproval may result. Reference is not made to applications already on file. False or deliberately exaggerated statements may result in disqualification. Do not submit a resume in lieu of an application. Ambiguity and vagueness will not be resolved in your favor. If your application is disapproved, you will be so notified and given an opportunity to submit qualifying information. Failure to furnish such information or other requested information within the time frame specified may be cause for disapproval. Applications faxed or emailed to this office will not be accepted.

**APPLICATION PROCESSING FEE:** If an application processing fee is specified on the front of this announcement it must accompany the application. A check or money order payable to the **Commissioner of Finance** is the only acceptable form of payment if applying by mail or in person. Write the examination number and your social security number on the check or money order. Do not send cash. Online exam application submission requires a debit/credit card payment or an approved fee waiver. As APPLICATION PROCESSING FEES ARE NOT REFUNDABLE, 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.

**APPLICATION PROCESSING FEE WAIVER:** Application processing fees may be waived for those candidates who are unemployed and primarily responsible for the support of a household. Individuals who can be claimed as a dependent on any other person's tax return are NOT eligible for waiver as head of household. In addition, fees may be waived if you are determined eligible for Medicaid, or receiving Supplemental Security Income (SSI) payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a state or local social service agency. **All claims for application fee waiver are subject to verification.** Candidates who are not approved for a fee waiver will be notified and have (2) two business days from notification of unacceptance to submit payment in the form of a check or money order. Failure to submit payment will result in your application being unprocessed. Candidates interested in this waiver must submit a “Request for Application Fee Waiver and Certification” form with their application by the last filing date noted on the announcement. Waiver forms can be obtained from the Orange County Department of Human Resources, Civil Service Unit, 255 Main Street, Goshen, NY 10924 or on the web at [www.orangecountygov.com](http://www.orangecountygov.com).

**MULTIPLE EXAMINATIONS:** If you have applied for another Civil Service Examination with New York State or other local government jurisdiction scheduled for the same date as this exam, **you must** notify all civil service agencies involved of the dual candidacy. You must make arrangements to take all exams at one test site as soon as possible, in any event no later than two weeks before the exam date. For all examinations for positions in New York State you have to sit at a State examination center. The maximum time allowed for any combination of exams is eight hours.

**REASONABLE ACCOMMODATIONS, SPECIAL ARRANGEMENTS, ALTERNATE TEST DATES, MILITARY PERSONNEL:** If you require reasonable accommodations as a disabled person, or special testing arrangements as one in need of religious accommodation, or are an alternate test date candidate (in accordance with Alternate Test Date Policy), or an active member of the military away from the area on the scheduled test date, clearly indicate this fact on the application. All such requests must be supported by appropriate documentation.

**VERIFICATION OF QUALIFICATIONS:** In reviewing applications for open-competitive and promotional examinations, where a year or more of experience is minimally required, a tolerance of thirty (30) days is allowed in meeting said requirements. The amount of experience required in the minimum qualifications is based upon the presumption of a thirty-five (35) hour workweek. Part-time experience is pro-rated, unless otherwise specified on this announcement. Unpaid, verifiable volunteer experience may be substituted for an equivalent amount of the required experience unless the minimum qualifications specify otherwise. To be credited as experience of the type specified in the qualifications, the major function and primary emphasis of the duties performed must be of that type. Duties incidental to a person's job may not be credited. An applicant who has falsified or misrepresented any information, or who is found to lack any of the established requirements for admission to the exam or for appointment from the resultant eligible list, may be denied the opportunity to be examined. After examination, such a candidate may not be included on the eligible list, or may be removed or restricted from the eligible list.

**CREDENTIALS:** Only college transcripts may be used to demonstrate possession of claimed post-secondary academic credentials. Thirty (30) credit hours equals one year of college in evaluating a candidate's qualifications. Foreign post-secondary educational achievement must be independently evaluated to ascertain equivalency to education attained in the United States.

## GENERAL INFORMATION (continued)

**ADMISSION TO EXAM:** Accepted candidates will be notified by letter approximately one week prior to the exam date when and where to appear for the exam. You should call this office if you do not receive a notice three days prior to the exam. You may not be admitted to the exam room without official notice, or more than one half hour after an exam has begun. Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery operated basic calculators. Cell phones, programable or graphing calculators and devices with typewriter keyboards, spell-checkers, personal digital assistants, address books, language translators, dictionaries and any electronic and/or communication device (e.g., smart watch, Fitbit, iPad, tablet, headphones, etc.) or any similar devices are strictly prohibited. You may NOT bring books or other reference materials.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:** 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 BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo extensive investigation of criminal history and background, which will include a fingerprint check, to determine suitability for appointment. Costs related to such investigation may be borne by the applicant. Failure to meet the standards of investigation may result in disqualification.

**ELIGIBLE LIST:** Eligible lists will be established on the basis of passing grades received by the candidates in the competitive portions of the examination. Medical, physical and other appropriate non-competitive qualifying tests may be conducted as the need for certification from the eligible list may require. The resulting eligible list will be used to fill appropriate vacancies as they occur in the agencies listed on the face of this announcement. Lists resulting from promotion exams are certified first.

**VETERANS:** Non-disabled and disabled war veterans who are eligible for additional credits added to an earned passing score must submit an application for veterans credits in conjunction with each application filed. Candidates who wish to claim veterans credits should request an application and information sheet from this office, or from the monitor at the examination site. Completed forms, including proof of war service (Form DD-214), must be received before the eligible list for the examination is established. An applicant currently in the Armed Forces may request and receive additional credit, but must meet all criteria for such credit prior to its use.

**CHANGE OF ADDRESS:** It is the candidate's responsibility to notify this department of any changes of name and/or address. Please include examination number on all correspondence.

**RESIDENTIAL PREFERENCE:** There is no residence requirement for exam, unless specified on the front of this announcement. Preference in appointment from open-competitive lists may be given to residents of the jurisdiction making the appointment. In accordance with law or resolution, you may be required to become a resident to secure appointment. All appointments will be made pursuant to applicable laws including but not limited to NYS Public Officers Law and the local laws of Orange County.

**ADDITIONAL EXAMINATION CREDIT TO CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:** 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 exam 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. A candidate claiming such credit has a minimum of two months from the application deadline to provide documentation to verify additional credit eligibility. No credit may be added after the eligible list has been established.

**NEPOTISM:** Executive Order #1 of 1983 holds that no one in the immediate family of anyone employed by Orange County Government shall hold a position of employment in direct line of supervision as his or her relation.

**EQUAL OPPORTUNITY:** It is the County's policy to ensure equal employment opportunities to all county employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, military or veteran status, sexual orientation or any other protected characteristic or conduct in accordance with applicable federal, state and local laws.

**WARNING:** Anyone found unlawfully possessing or disclosing questions or answers from civil service exams, or giving or taking test information from another candidate during the exam, or anyone found taking a civil service exam for someone else or enlisting another person to take an exam for another, will be subject to being disqualified from that exam and may be barred from taking any further exam with the Orange County Department of Human Resources and may be subject to other penalties as prescribed by law.

**For further information call or visit:**  
**Orange County Department of Human Resources**  
255 Main Street  
Goshen, NY 10924  
(Tel: 845-291-2707)  
Hours: 9:00 A.M. to 5:00 P.M. Monday through Friday  
Website: [www.orangecountygov.com](http://www.orangecountygov.com)  
Email: [Civilserviceexams@orangecountygov.com](mailto:Civilserviceexams@orangecountygov.com)