

**THE TROY CIVIL SERVICE COMMISSION ANNOUNCES
AN OPEN COMPETITIVE EXAMINATION
A \$25.00 NON-REFUNDABLE FEE IS REQUIRED**

Exam Title: POLICE OFFICER (SPANISH SPEAKING)

Exam #: 67464

Date of Examination: September 14, 2019

Last Date for Filing: July 26, 2019

(Applications must be submitted or postmarked by the last date for filing)

Job Title: Police Officer, City of Troy, Starting Salary \$40,632.

This examination is being held to establish an eligible list and fill future vacancies for the City of Troy. Candidates must be a resident of New York State for one (1) month immediately preceding the date of the exam. After appointment, residency requirements will be governed by the contract between the City and PBA.

DUTIES OF THE POSITION: (Illustrative only)

- Patrols an assigned area on foot, bicycle, motorcycle, or in a patrol car;
- Conducts security inspections of commercial and residential establishments;
- Responsible for enforcement of applicable federal, state and local laws;
- Responsible for prisoner security including arrest processing;
- Maintains awareness of conditions within area to which assigned;
- Investigates motor vehicle crashes and enforces all traffic ordinances and laws;
- Maintains order in crowds and attends parade and other public gatherings;
- Responsible at all times for assisting the public in a professional and courteous manner;
- Responsible for promptly reporting conditions affecting public safety to appropriate agencies and supervisors;
- Broadcasts radio messages;
- Conducts criminal investigations as assigned;
- Performs minor clerical tasks when required;
- Maintains proficiency levels in technologies necessary to successfully perform patrol officer functions;
- Performs report writing duties in a clear, concise and complete manner;
- Attends community meetings and participates in problem-solving initiatives with members of the community;
- Performs related tasks as assigned.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the date of the examination:

- Graduation from high school, or possession of a GED

ANTICIPATED ELIGIBILITY: If you do not presently meet the minimum education requirements, but expect to meet them within the next six (6) months, you will be allowed to sit for the examination, but will not be certified for appointment until you have demonstrated to the Commission that you have met the requirements. When filing for the examination, you must notify the Commission in writing that you are filing under **ANTICIPATED ELIGIBILITY** and when you will meet the requirements.

SPECIAL REQUIREMENTS:

- Candidates must be at least nineteen (19) years old on or before the date of the examination. Eligibility for appointment as a Police Officer begins when the candidate reaches age twenty (20). Candidates who reach their thirty-fifth (35th) birthday on or before the date of the written examination are not qualified except as follows: Candidates may have a period of military duty or terminal leave, up to six (6) 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;
- Candidates must possess a valid New York State Driver's license, and maintain such throughout the duration of their employment.
- Candidates must meet the height, weight and physical fitness standards prescribed by the Municipal Police Training Council;
- Candidates must pass a Spanish language proficiency test, physical agility test, an extensive background check, a drug screening test and a psychological examination.

Conviction of a felony **will** bar appointment to the position of Police Officer. Conviction of other offenses **may** bar appointment.

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

1. **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.
2. **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.
3. **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.
4. **PROBLEM SENSITIVITY & 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, laws, 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.
5. **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.
6. **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.

- 7. 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 you would move to get to another location in the shortest (least distance) route.

The use of calculators is PROHIBITED for this examination

Any device with a typewriter keyboard, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited.

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., the New York State Association of Chiefs of Police, Inc., and the NYS Sheriff's Association.

A Guide for the Written Test for the Entry-Level Law Enforcement Officer Series (for all municipalities except White Plains) is available at the New York State website: <https://www.cs.ny.gov/testing/testguides.cfm>

APPLICATION/APPLICATION FEE: A \$25.00 NON-REFUNDABLE application fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. Payment will be accepted in the form of a check, money order, or cash. Make check or money order payable to **Troy Civil Service Commission**. Applications and payment may be filed in person during business hours (Monday-Friday 8:30am-4:30pm), or by mail to the **Troy Civil Service Commission, City Hall, 433 River Street, Suite 5001, Troy, NY 12180**. Write the exam number and last four (4) digits of your social security number on the check. **DO NOT SEND CASH THROUGH THE MAIL**. Personal checks returned for insufficient funds will be assessed an additional \$25 NSF fee.

Application forms may be obtained on line at www.troyny.gov or at the Troy Civil Service Commission Office. **Applications received/postmarked after the filing deadline will not be accepted.** Every question on the application must be answered. Submission of a resume instead of a complete application is unacceptable. If your application is disapproved, the fee will not be refunded. You should carefully review the announced minimum qualifications and any residence requirements and apply only for those exams for which you clearly qualify. The Troy Civil Service Commission does not acknowledge receipt of applications and does not accept responsibility for non-delivery or postal delay.

Exception to Fee Requirement - A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household, eligible for Medicaid, Supplemental Security Income payments, Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are Job Training Partnership Act/Workforce Investment Act eligible. To request a waiver, you must complete a "Request for Application Fee Waiver and Certification" form and submit it with your application. All claims for application fee waiver are subject to verification. Forms can be obtained from the Troy Civil Service Commission Office or online at www.troyny.gov.

Accepted candidates will be notified of when and where to appear for the examination. **No one will be admitted to the exam without a picture identification card, and an official admission letter.** If an application is disapproved, due notice will be sent. The Commission does not make formal acknowledgment of receipt of an application. Contact the Commission if you have not received your notice three (3) days before the date of the test.

ALTERNATE TEST DATE POLICY: The Troy Civil Service Commission recognizes the need to accommodate applicants on other than regularly scheduled test dates. Our alternate test date policy is based upon the premise that a candidate will make such a request only because of compelling circumstances, like an emergency conflict between the announced date and an event of serious importance beyond his or her control. However, a candidate should make every effort to appear on the announced date. For situations such as medical emergencies, the candidate must notify the Civil Service Office no later than the Tuesday following the Saturday scheduled test date.

THE TEST CANNOT, UNDER ANY CIRCUMSTANCES, BE ADMINISTERED ONCE A CANDIDATE HAS BEEN IN CONTACT WITH OTHER CANDIDATES AFTER THE PRE-RATING REVIEW. AN EXAMINATION CANNOT BE ADMINISTERED PRIOR TO THE SCHEDULED DATE.

To request an alternate test date, contact the Troy Civil Service Commission as soon as possible.

CROSS FILER STATEMENT: If you have applied for any other civil service exams to be given on the same test date for employment with NY State or any other local government jurisdiction (excluding NYC), you must make arrangements to take all the exams at one test site.

If you have applied for both State and local government exams to be held on the same date, you must notify the Troy Civil Service Commission of your intent to take both a State and local government examination, no less than two (2) weeks before the date of the exam. **When taking both a State and a local government examination you will be required to take all exams at a State examination center.**

If you have applied for other local government exams, call or write to each civil service agency to make exam site arrangements. You must make your request for these arrangements no later than two (2) weeks before the date of the exams. You must notify all government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination.

RELIGIOUS ACCOMMODATIONS/DISABLED PERSONS/MILITARY MEMBERS: If special arrangements for testing are required, please indicate this on a separate sheet submitted along with your application.

VETERANS CREDIT: Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from the office of the Troy Civil Service Commission.

THE TROY MUNICIPAL CIVIL SERVICE COMMISSION AND ALL OF ITS APPOINTING AUTHORITIES ARE AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYERS. Hiring and promotion decisions are based solely upon qualifications and ability and do not discriminate on any other basis. Minorities are encouraged to apply.