

PLEASE POST CONSPICUOUSLY

ISSUED 11/2/12

STATE EXAM NO. 66627
LOCAL EXAM NO. 2016

WASHINGTON COUNTY DEPARTMENT OF PERSONNEL
County Municipal Center
Fort Edward, New York 12828
Telephone 746-2250

Examination For
SCHOOL SAFETY OFFICER (BOCES)

AN APPLICATION FEE OF \$10.00 MUST ACCOMPANY YOUR APPLICATION FOR THIS EXAMINATION
DATE OF EXAMINATION APPLICATIONS ACCEPTED UP TO
FEBRUARY 9, 2013 DECEMBER 21, 2012

VACANCIES: At present there are no vacancies in the Washington, Saratoga, Warren, Hamilton, Essex County Board of Cooperative Education Services (BOCES). This examination is being held to establish an eligible list for future vacancies which may occur during the life of the list.

SALARY RANGE: \$22,625 - \$27,502

APPLICATION FEE: There is a **NON-REFUNDABLE FEE of \$10.00 for this examination. DO NOT SEND CASH.** The required \$10.00 fee must accompany your application. AS NO REFUND WILL BE MADE, you are urged to compare your qualifications carefully with the specified minimum qualifications and file for the examination only if you are clearly qualified. **ALL CHECKS AND/OR MONEY ORDERS SHOULD BE MADE PAYABLE TO WASHINGTON COUNTY TREASURER!** If applying in person, please remit payment directly to Treasurer's office, Building B, 2nd floor.

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income 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 State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement.**

DUTIES: This position involves responsibility for the development, implementation and enforcement of a campus-wide safety plan to ensure the safety of students and staff. The incumbent maintains order, prevents illegal or forceful entry and damage to school district property, enforcing school district policy and reporting violations and imminent danger to the proper authorities. Work is performed under the general supervision of the Principal with leeway allowed for the exercise of independent judgment in planning and carrying out the details of the work. Supervision is not generally a responsibility of this position. Does related work as required.

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

A) Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in Criminal Justice and one (1) year of full-time paid criminal field or desk investigation or inspection experience utilizing established standards; OR

B) Graduation from a regionally accredited or New York State registered two-year college with an associate's degree in Criminal Justice plus three (3) years of full-time paid criminal field or desk investigation or inspection experience utilizing established standards; OR

C) Graduation from high school or possession of an equivalency diploma and five (5) years of full-time paid criminal field or desk investigation or inspection experience utilizing established standards.

Your degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices.

NOTE: If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. You can write to this Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.

CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF WASHINGTON COUNTY OR OF THE ENTIRE BOCES DISTRICT FOR POSITIONS WITH BOCES FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST.

NOTICE TO CANDIDATES: Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, Language Translators, Dictionaries, or any other similar devices are prohibited.

SUBJECTS OF EXAMINATION: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. 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.
2. PRINCIPLES AND PRACTICES OF SAFETY AND SECURITY – These questions test for a knowledge of the proper principles and practices in the field of safety and security. The questions will cover such areas as selecting the best course of action to take in a safety or security related situation.
3. 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.

(OVER)

SCHOOL SAFETY OFFICER (BOCES) – Continued

4. SAFETY AND SECURITY METHODS AND PROCEDURES – These questions will test for knowledge of the methods and procedures utilized in safety and security. The questions will cover such areas as principles and practices of safety and security precautions in a building or grounds setting, accident prevention, proper response to safety or security related incidents, the investigation of incidents, and the inspection of buildings or grounds for potential safety and/or security problems.

5. 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.

VETERANS CREDITS - 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 this office.

Effective January 1, 1998 the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of 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 veteran's credits.

"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."

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.

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.

This written examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23(2) of the Civil Service Law. The provisions of New York State Civil Service, Rules and Regulations dealing with the rating of examinations will apply to this written examination.

Applying for Civil Service Examinations in Multiple Jurisdictions When Examinations are Scheduled on Same Date:

- If you have applied for any other Civil Service examinations for employment with New York State or any other local government jurisdiction, you must make arrangements to take all the examinations at one test site.
- If you have applied for both State and Local government examinations, you must notify Washington County Civil Service Department of your intent to take both a State and local government examination. 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.
- If you have applied for other local government examinations, call or write to each Civil Service Agency to make arrangements. You must make your request for these arrangements no later than two weeks before the date of the examinations. 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 examination(s). For this examination call 746-2250.

Saturday Sabbath Observers - Handicapped Persons: If special arrangements for testing are required, indicate this on your application form.

A Guide for the Written Test for State and Local Safety and Security 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 copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

WHERE TO APPLY: Obtain Examination Application and Application Fee Waiver and Certification Forms by mail or in person at the Washington County Department of Personnel, County Municipal Center, Fort Edward, NY 12828. Telephone: (518)746-2250. You may also download either application by going to www.co.washington.ny.us.

LAST FILING DATE: DECEMBER 21, 2012
EXAMINATION DATE: FEBRUARY 9, 2013
TIME: 8:30 O'CLOCK A.M.
PLACE: TO BE ANNOUNCED

WASHINGTON COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER WE DO NOT DISCRIMINATE ON THE BASIS OF AGE, RACE, CREED, COLOR, NATIONAL ORIGIN, GENDER, SEXUAL ORIENTATION, DISABILITY, MARITAL STATUS, OR MILITARY STATUS.

<http://www.co.washington.ny.us>