

PROMOTIONAL CAREER OPPORTUNITY



SARATOGA COUNTY DEPARTMENT OF HUMAN RESOURCES

ANNOUNCES A PROMOTIONAL EXAMINATION FOR

**Deputy Sheriff Lieutenant**

PLEASE POST CONSPICUOUSLY  
RE-ISSUED 9/5/2025 (8/25/2025)

**EXAMINATION:** #70011070

**DEPUTY SHERIFF LIEUTENANT-** Saratoga County. The results of this exam will be used to fill vacancies as they occur in the Saratoga County Sheriff's Department and all agencies under the jurisdiction of the Saratoga County Human Resources Department, including Towns and Villages consistent with Civil Service Law.

**SALARY:** \$67,359 – 95,812 (Based on current merit/step at time of appointment)

**LAST DAY TO FILE APPLICATION:** September 19, 2025 4:59 PM (Manual applications must be received in the Human Resources Office by close of business, or post marked by this date)

**DATE OF THE EXAMINATION:** October 18, 2025

**NOTICE: RELIGIOUS ACCOMMODATIONS/HANDICAPPED PERSONS:** If special arrangements for testing are required, indicate this on your application form.

**MINIMUM QUALIFICATIONS:** Candidates must be actively employed with the Saratoga County Sheriff's Office on a permanent full-time basis *currently* serving in one of the below capacities...

- a) For at least two (2) consecutive years of permanent status as a Deputy Sheriff Sergeant, OR
- b) For at least two (2) consecutive years of permanent status as a Senior Sheriff Investigator, OR
- c) For at least four (4) consecutive years of permanent status as a Sheriff Investigator, OR
- d) For at least one (1) year of permanent status as a Deputy Sheriff Sergeant or Senior Sheriff Investigator, combined with two (2) years of permanent status as a Sheriff Investigator

Points will be added to an eligible score as follows: Seniority\*.....0.2 for each year (served in the required title)

\*Rating of seniority is based on the length of continuous competitive class service in the jurisdiction up to a maximum of 20 years.

**SPECIAL REQUIREMENT:** Candidate must possess, and maintain, a clear and valid New York State Driver's License appropriate for the type of vehicle to be operated.

**APPLICATION FEE:** An examination fee of \$20.00 (residents and non-residents) is required for each separately numbered examination for which you apply. The required fee must accompany your application. **Check or money order only. CASH WILL NOT BE ACCEPTED!** \$20 returned check fee. Please make checks payable to the Saratoga County Treasurer's Office. The \$20 fee is non-refundable. You are urged to compare your qualifications carefully with the requirements for admission stated in the "minimum qualifications" section of the examination announcement and file for only those examinations for which you are clearly qualified.

**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 a 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. A copy of this document can be obtained from the Saratoga County Human Resources Department as well as online at [www.saratogacountyny.gov](http://www.saratogacountyny.gov).**

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for all patrol and investigative functions on an assigned shift. An incumbent in this class serves as a uniformed supervisor of all policing activities. The work is performed under the general supervision of a higher-ranking officer with considerable leeway allowed for the exercising of independent judgement within the limits of departmental policy and applicable laws. This position differs from that of Deputy Sheriff Sergeant by the virtue of increased supervisory responsibility and independent judgment needed to perform the required work. Supervision is exercised over various personnel or an assigned shift. Does related work as required.

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

**New York State Laws – Police.** These questions test for knowledge of the laws in effect on January 1, 2023 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.

**Preparing written material in 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.

**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.

**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.

**Test guide:** 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.

**NOTICE TO CANDIDATES:** Use of calculators is PROHIBITED for this exam. Devices with ‘Typewriter Keyboards,’ ‘Spell checkers,’ ‘Personal Digital Assistants,’ ‘Address Books,’ “Language Translators,’ “Dictionaries,’ or any similar devices are prohibited.”

**PERC STATEMENT:** 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.

**ELIGIBLE LIST:** A candidate’s eligibility begins when his or her name is placed on the eligible list and continues for a minimum of one year.

**SECTION 243-b** provides that any member of the armed forces of the United States who had duly filed an application to compete in a scheduled competitive examination, but was deprived of the opportunity to compete in a scheduled competitive examination due to active military duty be provided with a special military makeup examination

**SECTION 85a OF THE CIVIL SERVICE LAW:** 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.

**VETERAN CREDITS:** For the purpose of claiming veteran credits on a Civil Service examination, an applicant must have served in the armed forces of the United States at any time during the following periods:

- World War II—December 7, 1941 to and including December 31, 1946
- Korean War—June 27, 1950 to and including January 31, 1955
- Vietnam Conflict—February 28, 1961 until May 7, 1975
- Lebanon – June 1, 1983 – December 1, 1987
- Grenada – October 23, 1983 – November 21, 1983
- Panama – December 20, 1989 – January 31, 1990
- Persian Gulf – August 2, 1990 to the end of such hostilities (not yet determined)

- For hostilities in Lebanon, Grenada, and Panama, the individual **must** have received the Armed Forces, Navy, or Marine Corps expeditionary medal.
- Beginning January 1, 1998, the NYS Constitution allows members of the US Armed Forces who are on active duty (other than for training purposes) the right to request **extra War Time Veterans Credits** on a civil service examination prior to discharge.

If you are currently on active duty, you may request the addition of veteran’s credits to your examination score. You must request the extra credits on your examination application in the space provided. If you pass the examination, the credits will be added automatically. To use the extra credits at the time of appointment you must have received an honorable discharge, be a US citizen, and be a resident of New York State. According to Section 85 (4) (a) of the New York State Civil Service Law, extra credits may only be used once for an original appointment or promotion in the civil service of New York State or civil division thereof.

**SECTION 23.2:** This entire examination is 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 the New York State Civil Service Rules and Regulations, which deal with the rating of examinations, will apply.

**HOW TO APPLY:** Via Link Provided

Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020. Resume may not be substituted for application. Fax submissions will not be accepted

**Time and location of exam will be mailed to approved candidates 10-15 days prior to the date of the examination.**

*If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office. Saratoga County is an equal opportunity employer.*

*We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.*