**Open To The Public**

**Examination No. and Title** | **Salary** | **Non-Refundable Processing Fee** |
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25-206 University Police Officer 1 - Downstate (Spanish Language) | $42,558* | $35 |
25-207 University Police Officer 1 - Downstate (Spanish Language) | $42,558* |  |

**Written Test To Be Held** | **Applications MUST Be Postmarked By** |
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NOVEMBER 14, 2009 | OCTOBER 13, 2009

**ONLINE APPLICATION PROCESS AVAILABLE** at [http://www.cs.state.ny.us/exams](http://www.cs.state.ny.us/exams)

*Depending on geographic location, appointees may receive an additional Geographic Pay differential.

The list resulting from this examination will be used for vacancies in the various State University of New York campuses in the Downstate (Rockland and Westchester Counties, Long Island, and New York City) areas only.

Appointees who work in the five boroughs of New York City or in Nassau, Suffolk, Rockland, or Westchester Counties will receive an additional $1,200 annual downstate adjustment.

**MINIMUM QUALIFICATIONS:** On or before November 14, 2009, you must have successfully completed 60 semester credit hours (see note below). You MUST submit a course listing with your application showing that you meet this requirement (a formal transcript is not necessary but may be required at time of interview).

Substitution: On or before November 14, 2009, candidates may substitute an Honorable Discharge from the United States military after a minimum of two years of active military service for thirty (30) of the sixty (60) college semester credit hours required; indicate dates and branch of service in the experience portion of the application form.

**Anticipated Eligibility:** You can be admitted to this examination if you expect to meet the educational requirements by December 31, 2009. Indicate expected coursework completion dates on your course listing. By February 15, 2010, you must provide the Department of Civil Service with verification of successful course completion or your test results will not be scored and your application will be changed to disapproved.

**NOTES:**

1. Your degree or college credit must have been awarded by a regionally accredited college or university or one recognized by the NYS Education Department as following acceptable educational practices. If your degree or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. You can write to the Examination Information Desk of the NYS Department of Civil Service for a list of acceptable companies who provide this service. This information can also be found on the Internet at [http://www.cs.state.ny.us/jobseeker/degrees.cfm](http://www.cs.state.ny.us/jobseeker/degrees.cfm). You must pay the required evaluation fee. If you are applying on the Internet, you must mail the independent verification of equivalency to the NYS Department of Civil Service, Alfred E. Smith State Office Building, Albany, New York 12239. Attention: 54MAS.

2. Although promotion examinations are being held, it is expected that appointments will be made as the result of these examinations open to the public.

3. You may file for these examinations by completing one examination application NYS-APP form or applying on the Internet. Unless you are eligible for a fee waiver, the indicated processing fee must be submitted for each examination listed on your application.

4. If you pass the examination for No. 25-207 University Police Officer 1 - Downstate (Spanish Language) you will be required to demonstrate your Spanish language proficiency at a level that will ensure your ability to perform properly the duties of the position. Only enough candidates to fill current vacancies will be called to the proficiency test.

5. If you are qualified for No. 25-207 University Police Officer 1 - Downstate (Spanish Language), you should file for both examinations, as there is only one application processing fee.

6. You must possess a valid license to operate a motor vehicle in New York State at the time of appointment and continuously thereafter.

7. If you meet the Minimum Qualifications you may also be interested in competing in Examinations No. 25-208 University Police Officer 1 - Downstate (Spanish Language) for which written tests are also being held on November 14, 2009. You may file for any combination of these examinations by completing one application form listing the number(s) and title(s) of the examination(s) in which you are interested. The appropriate processing fee must be filed for each examination.

8. University Police Officers are public officers under state law. At appointment you must be a resident of New York State and at least 21 years old and must be qualified to hold such office in accordance with state law. U.S. citizenship is required. Conviction of a felony may bar appointment.

9. Applicants who are also candidates for Municipal Police examinations on this date should see the "Multiple Examinations Scheduled For The Same Day" note at the end of this announcement.

**Additional Notes:**

- **Physical/Medical Requirements:** Your physical and medical condition will be evaluated to ensure that you are able to satisfactorily perform the duties of this position with or without reasonable accommodation. The physical/medical standards include but are not limited to: uncorrected distant acuity not less than 20/100 in each eye; corrected distant visual acuity better than or equal to 20/30 (Snellen) in each eye. Candidates must also have satisfactory color vision perception. Failure to meet the standards may result in your disqualification. To obtain a complete statement of the physical and medical standards write to the Medical Review Unit, NYS Department of Civil Service, 55 Mohawk Street, Suite 201, Cohoes, NY 12047. A medical examination will be required prior to appointment, and you are responsible for payment of the clinical laboratory test fee. Appointees to this position may be required to undergo periodic medical examinations to reassess their ability to perform the essential duties of the position. Eligibles will be called to the physical/medical screening in score order as needed to fill existing and anticipated vacancies.

- **Agility:** A physical agility performance test consisting of a distance run, sit-ups, and push-ups must be successfully completed. Copies of the agility standards and details may be obtained by writing the Office of University Police, State University of New York, State University Plaza, Albany, NY 12246. If you are not subsequently selected for appointment, a record of successful completion of the agility test will be maintained by Systems Administration of the State University of New York, and is valid for one year from the date taken.

One processing fee must accompany your application for either one or both of these examinations.
HOW TO APPLY:
calling the Exams Information Desk at the Department of Civil Service in the Albany area at 518-457-6216 or outside of the Albany

The NYS Department of Civil Service reserves the right to reject for lateness or to accept applications filed after the advertised filing

ADMISSION TO EXAMINATION:
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University Police Officer 1 - Downstate - 2 - No. 25-206

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written

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of the Police Conference of New York, Inc., the New York State Association of PBA’s, Inc., and the New York State Association

correctness. There will be no review of the questions by candidates. The committee was selected with the assistance and endorsement

The rating key for this examination will be established by the New York State Civil Service Commission prior to the date of the test,

take a written test announced by a local jurisdiction (county, town, city) scheduled to be held on the same test date as this written test, you must call (518) 474-6470 in

May be required to pay any necessary fees for that procedure. Depending on the nature of the job, the criminal convictions discovered, or any falsified or omitted

Appointment to many positions in State government require candidates to undergo an investigative screening. This may include a thorough character investigation, a

within one year of initial appointment you must successfully complete a designated police basic training course in

lab fee. Failure to meet the standards may result in your disqualification.

Drug Testing:

must be reported. Conviction of a felony or misdemeanor, or any falsified or omitted information on your application, may bar

State Division of Criminal Justice Services and the FBI. You will be responsible for payment of the required fees. All convictions

may result in disqualification. A complete background check will be required, including a fingerprint check with the New York

Executive Law and the Americans with Disabilities Act, to provide qualified persons with disabilities equal employment opportunity and equal opportunity to

religious observance or practice, check the box under “Religious Accommodation.” We will make arrangements for you to take the test on a different date (usually the

RELIGIOUS ACCOMMODATION:

7.

immigration status. You would develop and maintain a positive relationship with all segments of the campus community in order to obtain

Security. You would develop and maintain a positive relationship with all segments of the campus community in order to obtain

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the New York State Police Chiefs of Police, Inc.

TEST GUIDE:

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The test will consist of a multiple-choice written test that will provide evidence of the applicant’s qualifications.

These questions test for the ability to prepare the types of reports that police

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The multiple-choice questions are designed to elicit evidence of the skills and knowledge that the police applicant is expected to possess.

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