



PUTNAM COUNTY PERSONNEL OFFICE
Announces Employment Opportunities

Police Officer(Spanish Speaking) /
Deputy Sheriff (Spanish Speaking)
60-064-330 OC

2586

EXAMINATION DATE: October 17, 2026 • LAST FILING DATE: September 4, 2026• FILING FEE: \$60

IF YOU FILE FOR ANOTHER POLICE OFFICER/DEPUTY SHERIFF EXAMINATION WITH ANOTHER CIVIL SERVICE AGENCY FOR OCTOBER 17, 2026, YOU ARE REQUIRED TO NOTIFY EACH AGENCY, IN WRITING, INDICATING IN WHICH CIVIL SERVICE AGENCY YOU WISH TO TAKE THE EXAMINATION.

TO APPLY: 1. . Go to www.putnamcountyny.gov/personnel/ & click [APPLY FOR EXAMINATIONS](#)

2. View exam information & click APPLY 3. Complete & submit online application. 4. Mail or deliver to Putnam County Personnel Department or pay filing fee online within five (5) business days

Applications cannot be submitted after the above Last Filing Date

- Filing fees must be RECEIVED by Putnam County Personnel Dept. within FIVE (5) BUSINESS DAYS following application submission.
- Exam filing fees are NOT REFUNDABLE for any reason, including disqualification, as per Putnam County Resolution #305 of 2005.
- If your filing fee is not received or postmarked within the five (5) business days following application submission, your application will be disqualified without review.

Make CHECK or MONEY ORDER payable to "Putnam County Personnel Department" – NO CASH

Returned checks are subject to a \$15 fee as per Putnam County Resolution #247 of 1998

Administration of This Examination Does Not Imply That a Vacancy Exists

**** Please read all pages of this notice carefully for Important Civil Service Information. ****

VACANCY: The eligible list established as a result of this examination will be utilized where appropriate for filling any current or future vacancies in the above-named titles in the various police agencies within Putnam County and the Putnam County Sheriff's Department. Vacancies are expected to occur from time to time. In addition to full-time positions, this list may also be used to fill part-time positions in these titles where appropriate.

Permanent appointment to one department from this eligible list results in ineligibility for certification of a candidate's name to other departments.

STARTING SALARY: Salaries for police agencies within Putnam County for 2026 are:

County Deputy Sheriff:	\$60,383
Town of Carmel:	\$54,438
Town of Kent:	\$57,097

DUTIES: Work involves responsibility for the protection of lives and property and the enforcement of all laws and ordinances. Work consists primarily of routine patrol tasks and is performed under supervision of a higher ranking officer, but requires the ability to consistently exercise sound, independent judgment by applying relevant laws, rules and regulations in the performance of duties and in emergency situations. Police officers undergo rigorous classroom and on-the-job training to acquire the knowledge, skills and abilities necessary to satisfactorily carry out their assignments. The position is different from Police Officer only in that this position requires the necessity to speak, write and understand Spanish as well as English. Incumbents must be able to and must maintain the ability to carry a firearm. Performs related work as required.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a comparable diploma, such as a high school equivalency diploma issued by any state education department or a report from the United States armed forces certifying completion of the tests of general educational development, high school level.

NOTE: Applicants who do not possess a high school diploma or high school equivalency are eligible to take the examination but will not be eligible for appointment until they obtain a high school diploma or its equivalency. For information on how to obtain a New York State Equivalency Diploma, write the New York State Education Department, Albany, NY 12234.

SPECIAL REQUIREMENT: Candidate must be fluent in speaking, reading, writing, and translating Spanish.

AGE REQUIREMENTS: Applicants must be no less than nineteen (19) years of age nor more than forty-three (43) 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. According to Civil Service Law, section 54 which became effective September 4, 2024, applicants who are within 12 months of meeting the minimum age following the date of examination, may take the civil service exam, but will be restricted from certification until such a time that the minimum age requirements are met.

Applicants who were born on or before October 17, 1983, are not eligible to compete in the October 17, 2026, administration of this examination except for those persons who were engaged in military duty or on terminal leave 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)

ANTICIPATED ELIGIBILITY-AGE AND EDUCATION REQUIREMENTS:

According to Civil Service Law, section 54 which became effective September 4, 2024, applicants who are within 12 months of meeting the minimum age or attaining the minimum educational requirements following the date of examination, may take the civil service exam, but will be restricted from certification until such a time that the minimum age or educational requirements are met.

MEDICAL, PHYSICAL FITNESS TESTS, PSYCHOLOGICAL TESTS ⁽¹⁾, LIE DETECTION AND FINGERPRINT CHECK: These qualifying portions will be held at a later date. If you pass the written portion, are reachable for appointment and are nominated by the appointing authority, you will be scheduled for a comprehensive medical examination, physical fitness tests, psychological tests⁽¹⁾ and/or screening, lie detection test, substance abuse test ⁽¹⁾, and fingerprint check. (The physical fitness tests may be administered prior to nomination). All candidates must meet the standards established by the New York State Municipal Police Training Council and the Putnam County Department of Personnel. The current standard is available at the New York State Division of Criminal Justice

Services website at [Standards and Procedures for Police Officer Candidates 9 NYCRR Part 6000.pdf](#), or by request from the Putnam County Personnel Department. An individual should not forego taking the written test or consider himself/ herself ineligible for Police Officer/Deputy Sheriff employment solely because he/ she cannot now meet or may not be able to meet the current standards. The qualifying test standards are subject to change without notice to candidates.

NOTE: (1) *The Municipal Police Training Council standards provide that presence or history of substance abuse is a disqualifying factor for appointment. Consequently, the medical examination which you are required to take includes a urine testing procedure to determine the presence of any illegal substance such as marijuana, cocaine, heroin, amphetamines, etc.*

BACKGROUND INVESTIGATION AND LIE DETECTION EXAMINATION: To assist in determining character and fitness, and to verify information provided by the applicant, each potential appointee will be the subject of a thorough background investigation. Candidates MUST authorize access to educational, financial, employment, and criminal history records. Family, neighbors, associates, and others will be interviewed. Derogatory information will be evaluated and may result in disqualification. Candidates will be required to submit to a lie detection examination using polygraph. Candidates who receive a satisfactory evaluation on the background investigation, inclusive of a polygraph, and meet all other requirements, will be considered eligible for appointment.

IMPORTANT INFORMATION ABOUT THE PROFESSIONAL POLICING ACT OF 2021:

Under the provisions of the Professional Policing Act of 2021, New York State Title 9 NYCRR Part 6000 and Title 9 NYCRR Part 6056 were amended to prescribe minimum training, background, and character standards for appointment of persons to police officer positions. Under the provisions of Part 6000 and Part 6056, applicants may be determined to lack good moral character if:

1. You were previously appointed as a police officer in New York State, were removed from said employment for cause, had your training certificate permanently invalidated by the NYS Division of Criminal Justice Services and are listed on their decertification index;
2. You are listed on the National Decertification Index after having been decertified as a police officer in any state other than New York State;
3. Within 3 years from the date of application, you:
Engaged in criminal activity, whether criminally charged or prosecuted, regardless of where the act took place, if said conduct would constitute an offense in New York, which is defined as:
 - (i) Any felony offense;
 - (ii) Any sex offense or sexually violent offense as defined in article 6C of the Correction Law;
 - (iii) All serious offenses defined in subdivision 17 of section 265 of the Penal Law;
 - (iv) Crimes involving official misconduct and obstruction of public servants as defined in article 195 of the Penal Law; crimes involving bribery of a public servant as defined in article 200 of the Penal Law; crimes involving perjury as defined in article 210 of the Penal Law; and/or crimes relating to judicial proceedings as defined in article 215 of the Penal Law;
 - (v) Crimes involving forgery as defined in article 170 of the Penal Law; crimes involving false written statements as defined in article 175 of the Penal Law; crimes involving fraud as defined in article 190 of the Penal Law;
 - (vi) Crimes involving assault and menacing as defined in article 120 of the Penal Law; crimes involving obscenity as defined in article 235 of the Penal Law; crimes against public sensibilities as defined in article 245 of the Penal Law; or crimes against public order as defined in article 240 of the Penal Law.
4. Engaged in the unlawful use of any controlled substances.
5. Made false statement(s) or engaged in conduct that subverts or attempts to subvert the police employment application process.
6. Received a dishonorable discharge from any of the Armed Forces of the United States which has not been adjusted under the terms of the New York State Restoration of Honor Act

TATTOO POLICY: At no time while the member is on-duty or representing the Office or Department in any official capacity shall any offensive tattoo or body art be visible. Examples of offensive tattoos include but are not limited to those that exhibit or advocate discrimination; those that exhibit gang, supremacist, or extremist group affiliation; and those that depict or promote drug use, sexually explicit acts, or other obscene material. No member shall display a tattoo or body art above the shirt collar.

DRIVER'S LICENSE: Possession of a valid unrestricted appropriate level driver's license and acceptable driving record is required at time of appointment and must be maintained throughout employment.

CITIZENSHIP REQUIREMENT: Candidates must be United States citizens by the date of appointment. It is not necessary for admission to the examination. Individuals will be restricted from certification for appointment until proof of citizenship is presented to the Personnel Department.

PUBLIC OFFICER REQUIREMENT: Candidates must not have been convicted of a violation of either the federal selective training and service act or the selective draft act of the United States.

RESIDENCY REQUIREMENTS: Candidates must be legal residents of **Dutchess, Orange, Putnam, Rockland, or Westchester County** at the time of application. Preference in certification may be given to residents of municipalities in Putnam County. For purposes of such certification, "residents" shall be deemed to be those whose fixed and permanent domicile is within the boundaries of a given municipality at the time of the issuance of the certification and for at least one (1) month prior thereto and at time of appointment. If your mail is sent to a post office box, you **MUST** also indicate your street address.

SUBJECT OF EXAMINATION: The examination will consist of the following two (2) parts:

PART 1- Multiple Choice Test: A written test 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 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.

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

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., and the New York State Association of Chiefs of Police, Inc.

PART 2: Qualifying Spanish Language Oral Performance Test: To be scheduled at a later date after passing the written exam.

The Spanish language oral test is designed to evaluate the candidate's oral proficiency in the Spanish language. A Level 2 proficiency in Spanish is required for this exam. This is equivalent to having a working oral language proficiency with understandable, smooth expression at a conversational level of communication. Only candidates that have passed the written test will be called to the performance test. **Candidates must pass all parts of this examination** in order to be eligible to be considered for appointment.

USE OF CALCULATORS IS PROHIBITED.

QUALIFYING PHYSICAL FITNESS TEST: The three (3) elements measured in the qualifying physical fitness test are muscular endurance, absolute strength and cardiovascular capacity. The following is a brief description of the physical fitness test:

Muscular Endurance: The requirement is for a number of bent-leg sit-ups to be performed in one (1) minute.

Push Up: This test measures muscular endurance of the upper body (anterior deltoid, pectoralis major and triceps). The requirement is for a number of full body repetitions that a candidate must complete without breaks.

Cardiovascular Activity: 1.5 mile run; the requirement is for the attainment of a score calculated in minutes and seconds.

The Municipal Police Training Council adopted the physical fitness screening test based on the model formulated by the Cooper Institute of Aerobics Research. The minimum passing scores, depending on age and sex, represent the fortieth (40th) percentile of physical fitness as established by the Cooper Institute. Failure on a part of the qualifying physical fitness test will restrict your name from certification on the eligible list until you have successfully completed the physical fitness screening. The retest is **not guaranteed** and will be scheduled at the convenience, availability and need of Putnam County. A maximum of one retest may be granted per person through this exam.

USE OF LIST: The eligible list will be established on the basis of passing scores received on the written test plus any additional veteran credits. Passing candidates must then pass all qualifying tests as well as receive fingerprint clearance in order to be certified for permanent appointment from the eligible list. Medical requirements must be met at the time of the medical examination and at the time of appointment. Appointments are made by the selection of an eligible whose final rating in the test is equal to or higher than the rating of the third highest ranking eligible on the Certification of Eligibles willing to accept the appointment at the time of canvass. Local eligible residents may be certified first to the County or to the towns and villages in Putnam County.

TRAINING REQUIREMENT: Individuals must satisfactorily complete the Basic Course for Police Officers as prescribed by the Municipal Police Training Council and required by Section 209-q of the General Municipal Law within one year of appointment in order to attain permanent status in the position.

FINGERPRINT CHECK: A state and/or national fingerprint check is required before an appointment is made. If such search is required, the applicant will be responsible to pay the Division of Criminal Justice Services fee for such search (approximately \$100-\$150).

TEST GUIDE: 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.

ISSUED: 07/20/2026

FOR INFORMATION:

PUTNAM COUNTY PERSONNEL DEPARTMENT

Donald B. Smith County Government Campus

110 Old Route 6, Bldg 3, Carmel, NY 10512

Tel: 845 808-1650 x46134

www.putnamcountyny.com/personneldept

ADMISSION TO EXAMINATIONS: Call the Personnel Department if you do not receive a notice within three days of the date of examination. Admission to examinations does not necessarily mean that the application has been approved unconditionally; final review of applications for all requirements may not be made until after the written test. You may not be admitted to the examination room without official notice, or more than one half hour after an examination has begun. You must bring picture identification (such as a driver's license) and your Social Security number to the examination. You may be fingerprinted prior to admission to the examination.

AGE LIMITS: There may be statutory restrictions on your employment if you are under 18 or over 70 years of age; any other age restrictions are stated on the face of this examination announcement.

APPLICATION FEE: A fee (see front) is required from candidates for each separately-numbered examination for which they apply. Mail, deliver or pay filing fee online within five (5) business days. NO CASH. NO REFUNDS will be made to applicants who fail to appear for the scheduled examination. File only for those examinations for which you are qualified. As of February 1, 2006, per Putnam County Resolution #305 of 2005, EXAM FILING FEES WILL NOT BE REFUNDED, even if you are disqualified from taking the exam. It is therefore recommended that you consider very carefully whether or not you believe that you meet the minimum qualifications before submitting your application.

APPLICATION FEE, WAIVER OF: 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 and proof of benefits by the close of business on the Application Deadline as listed on this Examination Announcement. A copy of the waiver request form can be obtained from the website noted or by calling the Putnam County Personnel Department.

APPLICATION FORMS: A separate application must be filed for each examination desired. The applicant should make sure that every question is answered and that the application is complete in all respects, including number and title of examination. Incomplete applications are subject to disapproval. We may acknowledge receipt of applications, but all applicants will be either admitted to the examination applied for or informed of the reason for disqualification. Completed applications must be postmarked no later than the last filing date or, if not mailed, must be received in the Department of Personnel not later than 5:00 P.M. on the last filing date. The Personnel Department reserves the right to accept or reject applications received before or after the announced filing period.

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. The cost for fingerprinting is the responsibility of the candidate being considered for, or conditionally offered, appointment.

CALCULATORS: Candidates are permitted to use quiet, held-held, solar or battery powered calculators, *UNLESS OTHERWISE NOTIFIED*.

CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS Killed in the Line of Duty: In conformance with section 85-a of the Civil Service Law, signed into law on September 17, 2002, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten (10) 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 (2) 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.

CITIZENSHIP: Citizenship is required only for Public Officer positions.

CONTACT INFORMATION: Any changes in contact information must be communicated to the Personnel Dept. in order to ensure timely delivery of important information. A change of address form is available on our website or the Personnel Dept. It is the candidates' responsibility to obtain and submit the necessary documents.

CROSS FILING or EXAMINATIONS IN MULTIPLE JURISDICTIONS: If you have applied to take an examination announced by more than one local jurisdiction (county, town, city) scheduled to be held on the same test date, you must notify each of the local jurisdictions as early as possible (no later than two weeks before the test date), so that arrangements can be made for taking all examinations at one test site. You must inform each jurisdiction of all examination titles and numbers, and at which jurisdiction you want to sit for the examinations. Please note that all examinations for positions in State government must be taken at a State examination center. Cross-file form is available on the website.

DRUG & ALCOHOL TESTING: You may be required to take a pre-employment alcohol and drug test to determine that you are free of such substances.

EDUCATION: Where high school graduation is required, a High School Equivalency Diploma from any State or an armed forces GED (high school level) will be acceptable. College graduation, when required, must have been from a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices. In evaluating a candidate's qualifications, the equivalent of 30 college credit hours equals one year of college. Transcripts should be submitted with the application or as soon thereafter as possible whenever the qualifications call for a specific college major or specified number of credits. 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.

ELIGIBILITY, ANTICIPATED: According to Civil Service Law, section 54 which became effective September 4, 2024, applicants who are within 12 months of meeting the minimum age or attaining the minimum educational requirements following the date of examination, may take the civil service exam, but will be restricted from certification until such a time that the minimum age or educational requirements are met. If the minimum qualifications require a degree in education and/or experience/licensure/certification, the following statements shall pertain to this exam announcement: if you expect to complete the educational requirement within 12 months or the experience requirement within 6 months from the date of the examination date on the reverse side of this examination announcement, you can be admitted to this examination on a conditional basis. If successful on the examination, you will not be certified for appointment until you have submitted proof of completion of the announced requirements to the Putnam County Personnel Department. In the case of anticipated education degree, proof must be submitted within 3 months following award of degree; failure to do so will result in removal of your name from the eligible list. In the case of anticipated experience, your name will not be certified until you obtain and show proof of the necessary experience. In the case of licensure/certification, if you are eligible for the required licensure/certification you can be admitted to the examination. If successful on the

examination, you will not be certified for permanent appointment until you have submitted proof of possession of the required licensure/certificate to the Putnam County Personnel Department.

ELIGIBLE LIST: The eligible list is made up of all candidates who successfully pass all portions of the examination. The eligible list resulting from this examination will remain in existence for a minimum of one year but may be extended (up to a maximum of 4 years) unless superseded by another examination in this title or otherwise stated on the exam announcement.

EQUAL OPPORTUNITY: It is the policy of the Putnam County Personnel Department to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination on the basis of age, race, color, religion, national origin, gender, sexual orientation, marital status, or arrest and/or criminal conviction record, unless based upon a bona fide occupational qualification or other exception. Those requiring special testing arrangements (such as military personnel or Saturday religious observers) must note this on their applications. It is Putnam County's policy, in accordance with the Americans with Disabilities Act, to provide equal employment opportunity and equal opportunity to participate in and receive any benefits, services, programs and activities to persons with disabilities. Any person who requires reasonable accommodations and reasonable modifications (e.g. Braille booklet, amanuensis, reader, sign language interpreter, etc.) must note this on their application.

EXPERIENCE: Any person whose name is on a preferred eligible list and who meets the requirements for a promotion examination in the agency for which the examination is being held is eligible to compete in the examination. Candidates currently holding a permanent 55-a position will be afforded the same opportunity as employees in the competitive class to take promotion examinations, if qualified. For each examination, unpaid, verifiable part-time and volunteer experience in one of the specialized areas may be substituted for an equivalent amount of the required paid experience unless otherwise stated. Part-time experience will be pro-rated.

FINGERPRINT CHECK: A state and/or national fingerprint supported background investigation is required before an appointment is made to some positions. If such search is required, the applicant will be responsible to pay the Division of Criminal Justice Services fee for such search (approximately \$100-150)

INCLEMENT WEATHER: In rare cases, an examination may be postponed if weather conditions are unsafe. In such cases, call 845-808-1650 for recorded information available 24 hours. Also, announcements will be made over the radio on WHUD (100.7 FM). If an examination is postponed due to weather conditions, a new examination date will be set as soon as possible. Candidates will be notified of such new examination date in writing by Putnam County Personnel Department as soon as this information becomes available.

MEDICAL EXAMINATION: You may be required to take a medical examination to determine if you are medically and physically capable of performing the duties of the position.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: Applicants may participate in multiple examinations given for Putnam County on the same day. The maximum time allowed for any combination of examinations is eight (8) hours. If you have applied for multiple examinations scheduled for the same day, please indicate this on your application form.

MULTIPLE EXAMINATIONS IN MULTIPLE LOCAL JURISDICTIONS:

If you have applied for other local government examinations, such as Westchester or Dutchess County, you must send written notification (no later than two weeks before the date of the examinations) to each local government civil service agency with whom you have filed an application, with the following information: your name, address, the numbers of the examinations you have filed for, and at which location you wish to take your examinations.

MULTIPLE EXAMINATIONS IN STATE AND LOCAL JURISDICTIONS:

If you have applied for both State and local government examinations, you must notify the Putnam County Personnel Dept. of your intent to take both a State and a local government examination. When taking both a State and a 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.

PROHIBITED DEVICES: Cell phones, pagers, and similar devices are prohibited at examination sites. Devices with typewriter keyboards, spell checks, personal digital assistants, address books, language translators, cell phones, dictionaries and/or similar devices are prohibited.

PUBLIC SERVICE LOAN FORGIVENESS: College graduates with student loans may be eligible to have part of their loan paid for after being employed in a full-time position at Putnam County. Additional information is available at <https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service#qualifying-employment>

RATINGS AND REVIEW: When 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 the New York State Civil Service Rules and Regulations dealing with the rating and review of examinations apply. Otherwise, rating and review of the examination is governed by the Putnam County Civil Service Rules.

RATINGS REQUIRED: Tests are rated on a scale of 100 with the passing mark at 70.0. Unless the announcement states otherwise, you must pass the written test as a whole and the oral and practical tests, if any. Test instructions may further divide the tests into parts and set minimum standards for each part.

RESIDENTIAL PREFERENCE: Preference in appointment from open-competitive lists may be given to residents of the jurisdiction making the appointments; for appointment in some jurisdictions you may be required to become a resident thereof, in accordance with law or resolution. Residence requirements and such preferential certifications do not apply in promotion examinations.

SCHOOL DISTRICTS/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.

SPECIAL REQUIREMENTS (RELIGIOUS ACCOMMODATION, DISABILITIES, MILITARY): Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and disabled candidates who require special accommodations to take the test should indicate the need for special arrangements on their application.

Military Service Members: If you apply for an examination during the filing period but are on active military duty on the date the examination is scheduled, you may request a military makeup examination. Contact the Putnam County Personnel Department for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the test date.

VETERANS: Eligible disabled and non-disabled war veterans may have ten or five points, respectively, added to an earned passing score in an open-competitive examination and five or two and a half-points are added in a promotion examination. It is the candidate's responsibility to obtain and submit the necessary forms and documents prior to the establishment of the eligible list. You may waive these credits any time prior to appointment.

VERIFICATION OF QUALIFICATIONS: Candidates may be investigated or called for an interview to determine whether they are qualified for appointment. All statements made by candidates on the application form are subject to verification.