



**CITY OF WATERVLIET
MUNICIPAL CIVIL SERVICE COMMISSION
City Hall – 2 Fifteenth Street
Watervliet, NY 12189
518-270-3800 Ext. 114**

Announces an OPEN-COMPETITIVE Examination

Discovery Coordinator

Examination # 86143

Examination Date	April 13, 2024
Last Filing Date	March 7, 2024
Starting Salary	\$35,000.00

VACANCIES: Lists will be used to fill vacancies in the City of Watervliet.

APPLICATION FEE: A fee of \$25.00 is required for each separately numbered examination for which you apply. The required fee must accompany your application. [civil service app.pdf \(watervliet.com\)](#) Send check or money order payable to the WATERVLIET CIVIL SERVICE COMMISSION. DO NOT SEND CASH. On-line payment are accepted through the City of Watervliet **payment** portal [WIPP \(edmundsassoc.com\)](#). As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

RESIDENCY REQUIREMENT:

Candidates must have been legal residents of Albany County for at least four months immediately preceding the date of the examination. Preference in certification for appointment may be given to successful candidates who have been residents of the City of Watervliet for at least four months immediately preceding the date of the examination.

DUTIES: Under the administrative supervision of the Chief of Police, an incumbent of this class assists the Watervliet Police Department and District Attorney's Office in all phases of trial preparation and due diligence. The incumbent serves as liaison with Albany County District Attorney's Office. Responsibilities include assisting with investigations and locating and gathering pertinent information to ensure readiness for court. In depth research is conducted as it relates to specific cases and appeals. Independent judgment is exercised in addressing daily tasks while consulting with the Chief of Police for guidance with complex issues. The incumbent processes incoming documents, discovery requests and pleadings. Extensive contact is maintained with the Watervliet Police Department, District Attorney's Office, court personnel and the public. This position requires an increased level of independence and responsibility for the management and preparation of supportive material directly related to the success of individual court cases. Supervision may be exercised over clerical personnel. Employees of this class will maintain awareness of changes in industry standards necessitating changes to department technology systems. Employees of this class will also serve as the department technical liaison to external agencies in joint operations, assist in the development of a real-time crime mapping system for public use, along with assisting the Police Chief in matters of confidence as directed. Work is performed under the general supervision of the Chief of Police and direct supervision of the Police Lieutenant.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree in Criminal Justice, or a related field, and four (4) years of full-time paid experience in law enforcement and/or criminal investigations; or
- B. Graduation from a regionally accredited or New York State registered college or university with an associate degree in Criminal Justice, or a related field, and six (6) years of full-time paid experience in law enforcement and/or criminal investigations; or
- C. Graduation from High School or possession of a High School equivalency diploma and eight (8) years of full-time paid experience in law enforcement and/or criminal investigations.

Special Requirements:

- A. Incumbent must possess and maintain a valid NYS Drivers' License throughout the duration of employment in the title.
- B. Incumbent must possess a police officer certification resulting from successful graduation from a NYS DCJS certified law enforcement academy.

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

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.

Understanding and interpreting written material

These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions **only** on what is presented in the passages and **not** on what you may happen to know about the topic.

Evaluating information and evidence

These questions test the candidates' abilities to evaluate and draw conclusions from information and evidence. Each question consists of a set of facts and a conclusion based on the facts. The candidate must decide if a conclusion is warranted by the facts.

Investigative techniques

These questions test for knowledge of the fundamental concepts in the area of field investigation. The questions will cover such areas as: obtaining the cooperation of individuals involved in an investigation, preparing for the investigation and/or interview, investigative principles, interviewing principles and practices, behavior and attitudes of the investigator and others, gathering of data and evidence, and presenting the results of an investigation. Many of the questions are situational in nature and attempt to measure the candidate's ability to apply basic investigative techniques. The questions are generic rather than dealing with investigations in a particular field.

Test guide:

A Guide for the Written Test for **Investigators** 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.

In addition, a copy of this test guide can also be obtained at our local civil service office. Please stop in the office at City Hall, 2 Fifteenth Street or call this office at (518) 270-3800, Ext. 114 for more information on how to obtain a copy of this guide.

GENERAL INSTRUCTIONS TO APPLICANTS

APPLICATION FORMS: The City of Watervliet Civil Service Examination Application must be filed for each examination. The applicant should be certain that **every question** is answered and that the application is complete in all respects, including the title of the examination. **Education and work experience should be documented on the application regardless if the candidate has elected to attach a resume.** All statements made by candidates in their applications are subject to verification.

It is the applicant's responsibility to ensure that the application and appropriate filing fee are received by the **Watervliet Civil Service Office, City Hall, 2 Fifteenth Street, Watervliet, NY, 12189** or postmarked by the United State Postal Service by the last filing date stated for the examination. The Watervliet Civil Service Office is not responsible for lost or late applications sent via interoffice mail/courier or applications lost or misdirected by postal or common carrier.

TRANSCRIPTS: Whenever college transcripts or diplomas are requested, they should be submitted with the application for the examination or as soon thereafter as possible **before** the exam.

VETERANS CREDITS: For the purpose of claiming veterans' credits on a civil service examination, an applicant must have been honorably discharged or released under honorable circumstances after serving on active duty with the armed forces of the United States during time of war.

Disabled and non-disabled veterans who establish eligibility for additional credits and are successful in the examination are entitled to have 10 and 5 points, respectively, (5 and 2.5 points in the case of promotional examinations) added to their earned scores, provided they have not used such credits to obtain permanent appointment or promotion. Veterans may determine to waive the use of their credits at any time up to the time of permanent appointment or promotion.

Veterans or disabled veterans who are eligible for additional credit must submit a copy of their separation papers (DD-214) within two months of the last filing date for the examination. Veteran's credits can only be added to a passing score on the examination.

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 examination. 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.

ADDITIONAL CREDITS FOR CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY: 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.

ALTERNATE TEST DATE REQUEST FORM: This policy and the required application can be found on our website, [Civil Service - City of Watervliet | The Arsenal City](#). The policy clearly states the specific circumstances whereby a candidate may be able to reschedule his/her test, as well as the procedure that must be followed. The candidate will be notified by mail if the application was or was not approved. If approved, the alternate test date will be specified.

MULTIPLE EXAMINATIONS SCHEDULE FOR SAME DAY: If you have applied for other local Civil Service examinations to be given on same day, you must file a cross filter statement. Such statement must be filed no later than two weeks before the date of the examination. You must notify all local Civil Service agencies with which you have filed an application of the test site at which you wish to take your examination. **If you have applied for both State and local government examinations, you must take all your examinations at the State examination center. You will be advised by letter when and where to report for your examinations.**

CALCULATORS: 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 similar devices are prohibited.

PERFORMANCE TEST POLICY: The Watervliet Civil Service Commission has adopted an alternate method for assessing typing skills. Candidates selected from the eligible list resulting from this written examination will be required to satisfactorily demonstrate proficiency in typing as a condition of their probationary term. Any employees who cannot demonstrate proficiency during the probationary term may be terminated from that position. Such employee may then request reinstatement to the eligible list in writing by contacting Watervliet Civil Service Commission.

ADMISSION TO EXAMINATION: Watervliet Civil Service Office does not acknowledge receipt of applications but all applicants are notified of the disposition of their applications. Approved candidates will be notified at least four days in advance of the place, date and hour of the examination. **Applicants who have not received admission notice by this deadline should contact Watervliet Civil Service Office at 518-270-3800. Ext. 114.**

Every candidate should bring their notice to appear and social security number to the examination. Do not interpret a notice to appear for, or actual participation in, the examination to mean that you have been found to meet fully

the announced requirements. Applicants are admitted to the examination on the basis of statements made in the application. These statements may not be verified until after the examination has been held. Those candidates not meeting the requirements are disqualified at that time.

It is the applicant's responsibility to ensure that the application and appropriate filing fee are received by the Watervliet Civil Service Office or postmarked by the United State Postal Service by the last filing date for the examination. The Watervliet Civil Service Office is not responsible for lost or late applications sent via interoffice mail/courier, or and lost or late applications misdirected by any postal or common carrier.

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. Eligible candidates may be required to pay a fingerprint processing fee associated with this special requirements.

RELIGIOUS ACCOMMODATION: Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, submit a written request for an alternate test date with your application. We will make arrangements for you to take the test on an alternate date (usually the following business day).

REASONABLE ACCOMMODATIONS IN TESTING: In addition, it is the policy of the Watervliet Civil Service Commission in accordance with the Americans with Disabilities Act, to provide qualified persons with disabilities equal employment opportunity and equal opportunity to participate in and receive the benefits, services, programs, and activities of the Department. It is the policy of the Department to provide such persons reasonable accommodations and reasonable modifications as are necessary to enjoy equal opportunity. Persons with disabilities who require an accommodations to participate in an examination must note this on their application.

RATINGS REQUIRED: Unless the announcement states otherwise, this examination is being prepared and rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with the preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

MEDICAL EXAMINATIONS: Candidates may be required to have a medical examination to determine if they are physically capable of performing the duties of the position.

ELIGIBLE LISTS: Eligible lists are established for a minimum duration of no less than one year but no more than four year(s). When established for less than four years an eligible may be extended, before expiration, for a total of not more than four years. Changing conditions may make it necessary to certify to future vacancies at higher or lower salaries than those originally announced.

PREFERENCE IN APPOINTMENT: Pursuant to New York State Civil Service Law § 23-4a, preference in appointment may be given to eligible candidates who have been legal residents of the civil division where the vacancy, or anticipated vacancy exists, for four (4) months prior to the date of examination.

EXAMINATION ANNOUNCEMENTS, APPLICATIONS, AND STUDY GUIDES: When offered are available at the Watervliet Civil Service website.

EQUAL OPPORTUNITY EMPLOYER: It is the policy of the City of Watervliet 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, disability, national origin, gender, sexual orientation, marital status, or arrest and/or criminal record unless based upon a bona fide occupational qualification or other exception.

Posted: 2/7/2024