



**Ontario County Department of Human Resources**  
**3019 County Complex Drive**  
**Canandaigua, NY 14424**  
[www.ontariocountyny.gov](http://www.ontariocountyny.gov) ~ ~ (585) 396-4465

*Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful*

*Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community*

## INVESTIGATOR

Civil Service Exam held in Ontario County  
 (Open to the public)

<u>Exam Date</u>	<u>Exam Number</u>	<u>Application Fee*</u>	<u>Application Deadline</u>
<b>June 14, 2025</b>	<b>60034-970</b>	<b>\$20.00</b> (Do not send cash)	<b>May 16, 2025</b>

\*The non-refundable Application and Administrative Fees must be submitted at time of application (credit or debit card only).

A \*Fee Waiver is available to candidates who meet the requirements.

**Pay Rate:** Ontario County 2025 salary range: \$87,297.60 - \$108,513.60 (\$41.97 - \$52.17/hr.)

**Residency Requirements:** Candidates must have their domicile of Ontario, Livingston, Monroe, Seneca, Steuben, Wayne, or Yates County for at least one month immediately preceding the examination date.

➤ It is the applicants' responsibility to clearly show that they meet the **minimum qualifications** for the position.

**Minimum Qualifications:** To be eligible for this examination, applicant must meet the following minimum qualifications:

Three (3) years of full-time paid experience in a Permanent Competitive Police Officer capacity, which involved successful completion of the New York State Municipal Police Training Council's Police Officer Training Course AND currently certified as a Police Officer with NYS Division of Criminal Justice Services AND actively employed full-time in a law enforcement agency within Ontario County with responsibilities for the prevention and detection of crimes.

**Special Requirements for Appointment:**

1. United States Citizenship.
2. Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

**Anticipated Eligibility - Experience:** Applicants who lack thirty days, or less, of meeting the minimum qualifications by the date of the examination will be admitted conditionally to the examination. However, proof of the additional days' qualifications must be submitted prior to the establishment of the eligible list.

In accordance with Civil Service Law, Section 52.10(b) which became effective September 4, 2024, time served provisionally immediately preceding permanent appointment shall count towards meeting the time in title that an employee needs to meet for appointment from an eligible list.

**Vacancy:** This examination is being held to establish an Eligible List to fill future vacancies in this title, which may occur during the life of the Eligible List. An eligible may receive only one Permanent appointment from this Eligible List. If an eligible accepts a Contingent-Permanent appointment their name will be removed from the Eligible List only for the department or agency in which she/he received the Contingent-Permanent appointment. Once appointed, there will be a probation period of 8 to 52 based on performance of duties.

Eligible Lists established by Ontario County Department of Human Resources are used to fill vacancies in Ontario County Government, its Cities, Towns, Villages, School Districts, Fire Districts, and public libraries, the Finger Lakes Community College, Geneva Housing Authority, and the Wayne-Finger Lakes BOCES.

In accordance with Section 23-4 (a) of the Civil Service Law, **preference in appointment** may be given to residents in the jurisdiction where the vacancy exists. When preference in certification is given, an eligible must have been a resident of such municipality for at least one month prior to the date of certification and must be a resident of such municipality at the time of certification and appointment. Applicants must list a home address to be considered for preference in certification.

**Job Description:** Under the direction of the Lieutenant in charge, conducts investigations of crimes and serious accidents or deaths which may have involved criminal conduct. The incumbent interviews victims, witnesses, and suspects; and assists in obtaining physical evidence. The Investigator does not normally exercise supervision over other departmental employees, but may occasionally work with/and coordinate investigative efforts of uniformed personnel. The Investigator prepares all appropriate documentation to make arrests and works closely with the District Attorney's Office in prosecuting cases in court. Does related work as required.

**Controlled Substance Screening:** When you are offered a full-time or part-time, permanent or contingent permanent appointment at Ontario County, you will be required to complete a controlled substances screening prior to employment.

**Background Investigation:** Candidates may be subject to a thorough background investigation and psychological evaluation to determine suitability for appointment. Applicants may be required to authorize access to educational, employment, criminal history and other records check as part of such investigation. Criminal convictions or other offenses are subject to evaluation and may result in disqualification. Applicants will be required to submit the necessary fees for the fingerprint processing, where required.

**Special Requirement for Appointment in School Districts or 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.

**Subjects of Examination:** A test designed to evaluate knowledge, skills and/or abilities in the following areas:

**1. Evaluating information and evidence** - These questions test for the ability 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 the conclusion is warranted by the facts.

**2. Investigative techniques and criminalistics** - These questions test for knowledge of criminal investigation techniques and criminalistics. The questions will deal with, but will not necessarily be restricted to, such concepts as: interviewing; interrogation; evidence gathering and preservation; and surveillance.

**3. New York State Laws – Police** - These questions test for knowledge of the laws in effect on January 1, 2025 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.

**4. 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.

**Subjects of Examination:** (Continued)

**5. Preparing written material in a police setting** - These questions test for the ability to prepare the types of reports that police personnel write. 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 of the sentences.

**Test guide:** A Guide for the Written Test for **Police Supervisors/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.

USE OF CALCULATORS IS **PROHIBITED** FOR THIS EXAM

**EMERGENCY CANCELLATION OF EXAMS WILL BE ANNOUNCED ON:**

Ontario County Human Resources Webpage at <http://www.ontariocountyny.gov/94/Human-Resources> and NOTICE will be emailed to all approved Applicants no later than 7:30 AM the day of the scheduled exam.

Applications and further information may be obtained by visiting the ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES website at [www.ontariocountyny.gov/HumanResources](http://www.ontariocountyny.gov/HumanResources). Completed applications must be electronically filed by 11:59 p.m. on **MAY 16, 2025**.

It is the candidates' responsibility to keep their contact information (email address, phone number & USPS mailing address) current. The Address Change Form can be found at the Ontario County Department of Human Resources website: [www.ontariocountyny.gov/HumanResources](http://www.ontariocountyny.gov/HumanResources). To be considered for preference in certification based on residency, you must include the city and/or town/village and school district you live in. All communication is done electronically through the applicant provided email address.

If candidate **fails to receive an admission letter** at least seven days prior to the examination date, you should contact the Department of Human Resources immediately.

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, check the box under "**Religious Accommodation**". We will make the arrangements for you to take the test on a different date (usually the following business day).

**Disabled persons:** If special arrangements for testing are required, indicate this on your application form.

**CROSSFILER: Applying for Civil Service Examinations in Multiple Agencies When The Exams are Scheduled on Same Date:** If you have applied to take a written test for other local jurisdictions (county, town, city) that is scheduled on the same test date as this written test, you must notify, in writing, each of the local jurisdictions no later than 15 days before the test date of the test site at which you wish to take your examination. Arrangements for you to take all tests at one site are made through NYS Department of Civil Service. You must provide a list of all exam titles, numbers and locations for which you have applied on a Cross Filing Form. Click [here](#) to access the Cross Filing Form and once completed, please forward to: [hr@ontariocountyny.gov](mailto:hr@ontariocountyny.gov). All examinations for positions in State government will be held at a State examination center.

\*The required **NON-REFUNDABLE application and administrative fees** must be submitted at time of application. If your application is disapproved, the fees will not be returned to you. Do not send cash, check or money order. If you are approved and do not appear for the examination, you forfeit the fees as no refunds will be made. In accordance with Civil Service Law, Section 50.5(b), an exception to the fee requirements will be made only for persons who are unemployed and primarily responsible for the support of a household or who are receiving public assistance. The Fee Waiver Form can be found at the Ontario County Department of Human Resources website: [www.ontariocountyny.gov/HumanResources](http://www.ontariocountyny.gov/HumanResources).

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 maximum 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. Any member of the **Armed Forces** of the United States of America, who having duly filed an application to compete in a scheduled competitive examination for Civil Service employment by the State of New York or any of its subdivisions and who due to active military duty is deprived of the opportunity to compete in such examination shall be provided with an opportunity to compete, under terms and conditions deemed appropriate by the State Department of Civil Service or Municipal Commission, by way of a special military make-up examination.

**Veterans' Credits:** Honorably discharged veterans may apply for additional points to be added to their final passing score on civil service examinations. The *Application for Veterans Credits*, the *Authorization for Disability Record*, and additional information regarding the requirements are available on our website at: [www.ontariocountyny.gov/HumanResources](http://www.ontariocountyny.gov/HumanResources). Completed forms must be received by this office before the Eligible List, from this examination, is established.

**Public Service Loan Forgiveness Program (PSLFP)** - The PSLF Program is intended to encourage individuals to enter and continue to work full-time in public service jobs. Under this program, you may qualify for forgiveness of the remaining balance on your (Direct Loan) loans after you have made 120 qualifying payments on those loans while employed full-time by certain public service employers. For more information about this program go to: <http://studentaid.gov>.

Ontario County is an **Equal Opportunity Employer** and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status or disabilities and, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

This examination is announced and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Law and Rules and Regulations dealing with the rating of examinations will apply to this examination.

Michele O. Smith  
Director of Human Resources

Investigator  
Exam No. 60034-970  
Issued: April 18, 2025