

PLEASE POST CONSPICUOUSLY

NO. 72-24

GENESEE COUNTY HUMAN RESOURCES  
COUNTY BUILDING I, BATAVIA, NEW YORK

ANNOUNCES

AN OPEN COMPETITIVE EXAMINATION FOR:

**NARCOTIC INTELLIGENCE ANALYST, O.C. #86804-010**

**SALARY:** \$26.58 per hour (2024) Genesee County

**VACANCY:** The Genesee County Sheriff's Office has one (1) part-time position currently held by a provisionally appointed employee, who may be appointed on a permanent basis if found reachable on a Civil Service list established as a result of this exam. This examination is also being held to establish an eligible list to fill future vacancies, which may occur during the life of the eligible list.

An eligible may receive only one permanent appointment from this list. Once appointed, there will be a Probationary Period of 8-52 weeks where candidates will be evaluated based on performance of duties.

CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF GENESEE COUNTY FOR AT LEAST TWO (2) MONTHS PRIOR TO THE DATE OF THE WRITTEN EXAMINATION, AND MUST HAVE CONTINUED THEIR RESIDENCY THROUGH THE PERIOD LEADING TO THEIR INITIAL APPOINTMENT.

**LAST FILING DATE-----SEPTEMBER 18, 2024**

**EXAMINATION DATE-----OCTOBER 26, 2024**

**MINIMUM QUALIFICATIONS:** Candidates must meet the following requirements on or before the last filing date:

- A. Possession of a Bachelor's Degree or higher in Criminal Justice, Criminology, Intelligence Studies, Public Safety Administration, or closely related field **AND** one (1) year of full-time or its part-time equivalent paid experience in law enforcement or public safety setting; **[IF CLAIMED, ATTACH A COPY OF YOUR OFFICIAL TRANSCRIPT AND INDICATE ALL RELEVANT EXPERIENCE ON YOUR APPLICATION];**

**OR:**

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**MINIMUM QUALIFICATIONS, Cont'd:**

- B. Possession of a Bachelor's degree or higher **AND** possession of a valid certificate \*\* in a Basic Law Enforcement Intelligence/Crime Analyst Program issued from one of the following associations: International Association of Crime Analysts (IACA), International Association of Law Enforcement Intelligence Analysts (IALEIA), International Association of Professional Security and Intelligence Analysts (IAPSI), or National Criminal Justice Office Certification Program for Crime Analysts (NCJOCP-CA); **[IF CLAIMED, ATTACH A COPY OF YOUR OFFICIAL TRANSCRIPT AND INDICATE ALL RELEVANT EXPERIENCE ON YOUR APPLICATION];**

**OR:**

- C. An equivalent combination of education, training and experience as defined by the limits of (A), (B) and (C) above.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**NOTE: PHOTO ID WILL BE REQUIRED ON THE DAY OF THE EXAMINATION**

**CANDIDATES, PLEASE NOTE:** It is vital that you submit, with your application, all information necessary to show your qualification for examination. APPLICATIONS WHICH DO NOT SHOW TRAINING AND/OR EXPERIENCE TO MEET MINIMUM QUALIFICATIONS WILL BE DISAPPROVED, AND WE WILL NOT REFER TO OTHER APPLICATIONS ON FILE FOR ADDITIONAL INFORMATION.

**NOTE – FILING FEES:** Genesee County Human Resources has temporarily waived the collection of examination fees for all candidates beginning with Civil Service examinations scheduled after June 1, 2022 through December 31, 2025.

**TYPICAL WORK ACTIVITIES:**

Perform strategic analysis and facilitate the sharing of narcotic intelligence information with law enforcement and related agencies;  
Tracking of overdose cases county-wide;  
Assist with narcotic/overdose investigations;  
Conduct debriefings to gather further intelligence;  
Create reports to analyze trends in narcotic usage;  
Attend meetings as a liaison with local, state and federal agencies;  
Educate law enforcement and related agencies on opioid addiction assistance;  
Conduct outreach to victims and their families for opioid addiction assistance;

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**TYPICAL WORK ACTIVITIES, Cont'd:**

Conduct community based educational programs on current drug/opioid trends;  
Attend trainings to remain up-to-date on current drug trends;  
Maintain statistical data analysis on drug activity in Genesee County;  
Prepares and maintain various written and statistical reports;  
Does related work as needed.

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

1. Preparing Written Material
2. Understanding and Interpreting Written Material
3. Understanding and Interpreting Tabular Material
4. Evaluating Conclusions in Light of Known Facts

**USE OF A CALCULATOR IS RECOMMENDED FOR THIS EXAMINATION. QUIET, HAND-HELD, SOLAR OR BATTERY POWERED CALCULATORS ARE PERMITTED. CELL PHONES OR DEVICES WITH TYPEWRITER KEYBOARDS ARE PROHIBITED.**

**EXPANDED SUB-TEST DESCRIPTION:**

**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.

**EXPANDED SUB-TEST DESCRIPTION, Cont'd:**

**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.

**Understanding and Interpreting Tabular Material-** These questions test your ability to understand, analyze, and use the internal logic of data presented in tabular form. You may be asked to perform tasks such as completing tables, drawing conclusions from them, analyzing data trends or interrelationships, and revising or combining data sets. The concepts of rate, ratio, and proportion are tested. Mathematical operations are simple, and computational speed is not a major factor in the test. **You should bring with you a hand-held battery- or solar-powered calculator for use on this test.** You will **not** be permitted to use the **calculator** function of your **cell phone**.

**Evaluating Conclusions in Light of Known Facts-** These questions will consist of a set of facts and a conclusion. You must decide if the conclusion is proved by the facts, disproved by the facts

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**Evaluating Conclusions in Light of Known Facts, Cont'd-** or if the facts are not sufficient to prove or disprove the conclusion. The questions will not be specific to a particular field.

**Test Guide:**

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at:

<https://www.cs.ny.gov/testing/testguides.cfm>.

**CROSS-FILING:** If you have applied for other local government or state examinations, call or write to each civil service agency to make arrangements no later than **two weeks** before the date of the examinations. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examinations. The "Cross-filer Form" for Genesee County can be obtained at Genesee County Human Resources, 15 Main St., Batavia, NY 14020 or from our website, [www.co.genesee.ny.us](http://www.co.genesee.ny.us).

**NOTE:** Religious Accommodations, Persons with Disabilities or Active Military: If special arrangements for testing are required, please indicate this on your application. An explanation of your need for special testing accommodations must be attached to your application. If due to disability – medical documentation must be provided.

**ACTIVE MILITARY MEMBERS:** Any member of the armed forces of the United States who has duly filed an application to compete in a scheduled competitive examination but was deprived of the opportunity to compete in the examination due to active military duty could be provided with a special military make-up examination.

Current members of the Armed Forces may apply for Veteran's credits by filing an "Application for Veteran's Credits" (Form VC-1). The "Application for Veteran's Credits" can be obtained at Genesee

**ACTIVE MILITARY MEMBERS, Cont'd:** County Human Resources, 15 Main St., Batavia, NY 14020 or from our website at, [www.co.genesee.ny.us](http://www.co.genesee.ny.us). Proof of military status must also be presented and verified in order for

consideration of granting of "conditional" Veteran's credit. Acceptable proof may include a military I.D. card, military orders, or other official military document that substantiates active military service at time of exam. This documentation and VC-1 Form must be received prior to the establishment of the Eligible List for this examination. The "conditional" status of the additional credits will remain until proof is provided indicating that the service was in time of war and that the veteran received an honorable discharge, or was released under honorable circumstances.

**VETERANS:** Additional credits are available to veterans who meet certain established requirements. Veterans who have not exhausted their credits should make application for their use, if desired. A COMPLETED APPLICATION FOR VETERANS CREDITS (FORM VC-1) AND a COPY OF SEPARATION PAPERS (FORM DD-214) MUST BE RECEIVED BEFORE THE ELIGIBLE LIST FOR THIS EXAMINATION IS ESTABLISHED IN ORDER TO UTILIZE ADDITIONAL CREDITS. DISABLED VETERANS MUST SUBMIT, IN ADDITION, A COPY OF FORM VC-3

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**VETERANS, Cont'd:** (AUTHORIZATION FOR DISABILITY RECORD). The "Application for Veteran's Credits" can be obtained at Genesee County Human Resources, 15 Main St., Batavia, NY 14020 or from our website at, [www.co.genesee.ny.us](http://www.co.genesee.ny.us).

**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 must provide the necessary documentation to verify additional credit eligibility within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

**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 Genesee County. Additional information is available at <https://studentaid.ed.gov/sa/sites/default/files/public-service-loan-forgiveness.pdf>.

**PLACE TO FILE:** To get an application, come in or send a stamped, self-addressed envelope to: Genesee County Human Resources, County Building I, 15 Main Street, Batavia, NY 14020 or download from website: [www.co.genesee.ny.us](http://www.co.genesee.ny.us). Phone 344-2550, Ext. 2221.

Applications mailed to us must be postmarked with a date no later than the last filing date indicated on this announcement.

All correspondence will be sent only to the address provided on the application for examination. It is your responsibility to inform the Genesee County Human Resources office of any change of address. Correspondence returned for incorrect address will not be forwarded. All address changes must be submitted to the Genesee County Human Resources office in writing.

**APPLICANTS:** Please contact this office three days prior to examination if you have not been notified by us, as to your eligibility to participate in this examination.

This 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 this rating of the examination will apply to this test.

**All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.**