

PLEASE POST CONSPICUOUSLY
MADISON COUNTY DEPARTMENT OF HUMAN RESOURCES
138 NORTH COURT STREET / P.O. BOX 636
WAMPSVILLE, NEW YORK 13163
(315) 366-2341

#70032950 / DEPUTY SHERIFF LIEUTENANT
(Promotion)

DATE OF EXAMINATION: **November 7, 2026** **APPLICATIONS ACCEPTED UNTIL:** **September 18, 2026**

To apply for exams:

- **Online:** Go to <https://madison-portal.mycivilservice.com/exams>.
- **By Mail:** Applications can be downloaded from the Department of Human Resources website at: <https://www.madisoncounty.ny.gov/301/Human-Resources-Forms>.
- Applications must be received or postmarked by the application deadline. Carefully compare your qualifications against the minimum qualifications listed on the announcement and apply for only those examinations for which you clearly meet the required qualifications.

SALARY: \$47.51/hour (2026 Hire Rate)

VACANCIES: The eligible list established as a result of this examination will be used to fill vacancies as they occur in the Madison County Sheriff’s Office.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for the law enforcement activities in the Sheriff's Office. Supervision is exercised over Deputy Sheriffs through inspection and assignment of duties in accordance with general instructions received from the Sheriff, Undersheriff or Deputy Sheriff Captain. A Deputy Sheriff Lieutenant is responsible for staff development and has charge of police activities conducted during that shift, including activities conducted in transporting prisoners, for department communications systems operations, and related support activities as assigned by the Sheriff or his/her designee. The incumbent does related work as required.

MINIMUM QUALIFICATIONS - PROMOTION: Limited to employees with at least one (1) year of continuous full-time permanent competitive class status in the title of Deputy Sheriff Sergeant currently employed in the Madison County Sheriff’s Office.

SPECIAL REQUIREMENT: Possession of a valid New York State driver’s license at time of appointment and maintenance of said license for the duration of appointment.

SENIORITY POINTS will be added to the written test score of candidates who pass the written test in accordance with County policy. Rating is based on the length of continuous permanent classified service. A copy of the seniority policy is available from the Madison County Department of Human Resources or a copy is posted on the Madison County Department of Human Resources intranet page.

NOTE: According to Civil Service Law, Section 52.10(a) which became effective September 4, 2024, time served provisionally immediately preceding permanent appointment shall count towards meeting the time in title and the employee shall be eligible to take the promotion examination.

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

Law enforcement methods and practices: These questions test for knowledge of accepted police methods and practices and/or their application to situations in the police field. The questions are a sampling of the various knowledge that police personnel may be required to possess in the course of their day-to-day work-related activities.

New York State Laws: These questions test for knowledge of the laws in effect on January 1, 2026 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.

Preparing written material in a police setting: These questions test for the ability to prepare the types of reports and communications that police personnel write. The content is appropriate for the ranks/levels being tested. 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 for the sentences.

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.

Planning, supervising and administering police programs and activities: These questions test for knowledge of the principles and practices involved in managing an organizational segment of a police department in New York State and directing the activities of subordinate staff, including subordinate supervisors. These questions cover such areas as planning, controlling, directing, organizing, and coordinating the activities of the organizational section. Questions also cover the personal interactions between an upper-level supervisor and subordinate supervisors in the accomplishment of objectives and deal with issues of work assignments, job performance, and training.

CALCULATOR: USE OF CALCULATOR IS PROHIBITED FOR THIS EXAMINATION. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries or any other similar devices are prohibited.

TEST GUIDE: A Guide for the Written Test for **Second- and Third-Line Police Supervisors** 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.

TIME AND PLACE OF EXAMINATION: Accepted candidates will be notified by letter when and where to appear for this examination. If notice of acceptance or disapproval is not received at least three days prior to the examination date, please call this office at (315) 366-2341.

IDENTIFICATION: Bring positive identification to the written examination such as a driver's license, passport or student identification which contains a photo and your signature. Candidates will not be admitted without the proper identification.

SECTION 23-2: The written test 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 of examinations will apply to the written test.

VETERAN'S CREDIT: Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. [Applications](#) for veteran's credit are available from this office. Veteran's credit can only be added to a passing score on the examination.

Candidates currently in the armed forces may apply for and be conditionally granted veteran's credit in examinations. 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 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 credit.

THOSE REQUIRING RELIGIOUS ACCOMMODATIONS, DISABLED PERSONS AND MILITARY PERSONNEL CALLED TO ACTIVE DUTY: IF SPECIAL ARRANGEMENTS FOR TESTING ARE REQUIRED, INDICATE THIS ON YOUR APPLICATION FORM.

BE SURE TO ENTER YOUR SOCIAL SECURITY NUMBER ON YOUR APPLICATION WHEN YOU FILE. QUALIFIED CANDIDATES MUST BRING THEIR SOCIAL SECURITY NUMBER TO THE EXAMINATION AS THIS WILL BE USED AS THEIR IDENTIFICATION NUMBER IN THE EXAMINATION.

ISSUED: **August 19, 2026**

Ryan D. Aylward
Madison County
Director of Human Resources

MADISON COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER