Allegheny County Deputy Sheriff Test Fall 2024 Informational Handout

Applying for the Position:

Minimum Requirements:

- Must be a United States Citizen
- have a high school diploma or a GED equivalent
- Must be at least **21** years of age
- Must possess and maintain a valid driver's license
- Applicants who meet the above requirements **AND** possess Act 120 certification or graduated from the Pennsylvania State Police Training Academy will be given preference during the selection process.

How to Apply:

- Visit our website (http://alleghenycounty.us/careers).
- Click 'Allegheny County Careers- Job Portal' to see all open positions.
- Select the yellow 'View Open Positions' button.
- Locate the position of Deputy Sheriff and click to view the job announcement.
- Once you review the job announcement, click the 'Apply Online' button towards the bottom of the page.
- Follow the instructions as directed and click 'Submit' at the end of the application. Once you click 'Submit' you will be given a Web ID Number; this means that your application was successfully submitted.

Veterans' Preference:

- Veterans' Preference will be awarded to eligible candidates. Discharge and separation papers (DD214) must show character of service and should be submitted to the Department of Human Resources when completing the application online. Applicants claiming Veterans' Preference for a deceased spouse must submit a copy of the death certificate. Military or National Guard reservists must provide an original Statement of Service letter from their current or most recent Reserve or National Guard Commanding Officer at the rank of Colonel (Army, Air Force, or Marine), Captain (Navy or Coast Guard) or higher. The letter must include:
  - A statement that characterizes your service (i.e., honorable or under honorable conditions)
  - Date Military or National Guard reserve began
  - Completion date of Military reserve obligation
- Applicants who apply for a position and/or who participate in the pre-employment testing process prior to being honorably discharged from their military service commitment or prior to being released from active duty, other than active duty for training, will not be entitled to Veterans' Preference.

Salary Information:

Deputy Sheriff 1	Deputy Sheriff 2	Deputy Sheriff 3	Deputy Sheriff 4	Deputy Sheriff 5
$42,668.98/yr	**$53,615.19/yr**	**$58,325.87/yr**	**$97,221.55/yr**	**$100,138.11/yr**

Written Examination:

Multiple Choice Test:

- The written Deputy Sheriff Examination will test your:
  - Ability to learn and/or apply police information
  - Ability to observe and remember details/observation and memory
  - Ability to use judgment and logic/situational judgment and problem-solving
  - Ability to follow directions
  - Verbal ability (vocabulary and reading comprehension)

Test Admission Packet:

Admission Letter:

- If deemed eligible for the written examination, you will receive your test admission packet via mail within two weeks of the test date.
- Your admission packet will include an admission letter, which indicates the date, time, and location of the examination. **Do not discard your admission letter. You will be required to present your admission letter on the day of the written examination.**
- **You are also required to present a valid photo ID on the date of the examination.** Your exam will not be scored unless you present your photo ID at the exam.
- Your scheduled test date and time **cannot** be changed.
  - If you are an active military service member and are unable to attend the scheduled test in Pittsburgh due to a military commitment, contact HRTesting@alleghenycounty.us for additional testing options.

Study-Tips Handout:

- In addition to your admission letter, you also will receive an Examination Study-Tips Handout. This handout will help familiarize you with test-taking procedures. You are encouraged to read this handout thoroughly. However, you will not be permitted to take this guide with you into the examination room. Please note, this document is **NOT** a content-specific study guide. Applicants may purchase a Study Guide at their own cost by following the link posted in the Job Announcement.

Examination Day and Results:

Written Test:

- On the day of the written examination, **October 19, 2024**, be sure to bring your admission letter and your photo ID. You must show a valid photo ID in order for your exam to be scored. Report to the testing location at the time indicated on your admission letter. If you are late, you will not be admitted into the examination and you will not be rescheduled for a new test time.
- Be sure to listen to the test administrator and follow the instructions of all test proctors. Proctors are available to assist, address your concerns, and answer your questions as appropriate. However, please keep in mind that proctors are not permitted to answer questions regarding specific test questions.
- If you require assistance when taking the examination, or you anticipate a need for an accommodation during the selection process due to a disability, please contact the Department of Human Resources.

Results/Eligibility List:

- The passing grade on the written examination is 75% based on a possible score of 100%. You will receive your official results within a few weeks of the written examination. All hiring for the next three years will be done from this eligibility list.

Veterans' Preference Points:

- If you are eligible to receive Veterans' Preference and submitted the required documentation with your application, your results letter will indicate that 10 points were added to your score. Points are added only if you achieve a passing score on the examination and proper documentation is received.

Physical Agility Test Standards:

Event	Age 18 to 29		Age 30 to 39		Age 40 to 49		Age 50 to 59		Age 60+	
	Male	*Female*	*Male*	*Female*	*Male*	*Female*	*Male*	*Female*	*Male*	*Female*
300 Meter Run **Time measured in seconds.	62.1	75.0	63.0	82.0	77.0	106.7	87.0	106.7	N/A	N/A
Sit-Ups ** Total number of repetitions performed in one minute.	35	30	32	22	27	17	21	12	N/A	N/A
Push-Ups ** Total number of repetitions performed in one minute.	26	13	20	9	15	7	10	7	N/A	N/A
1.5 Mile Run **Time measured in minutes and seconds.	13:08	15:46	13:48	16:46	14:33	18:26	16:16	20:17	N/A	N/A