

## **EXAMINER III (P/T)**

**Department: Civil Service**

**Classification: Non-Competitive**

**Specification Number: 3070**

**Approved: 11/18/22**

**Revised: 6/16/23 by JG**

### **MINIMUM QUALIFICATIONS**

**Graduation from a regionally accredited or New York State registered college or university with a Master's Degree in Psychology and three (3) years of experience in psychological testing.**

### **NECESSARY SPECIAL REQUIREMENT:**

**Clinical Accreditation from New York State as a Certified Psychologist.**

### **DISTINGUISHING FEATURES OF THE CLASS**

**An individual in this title provides professional psychological services to the Civil Service Department through testing and psychological interviews of candidates being considered for hire to determine fitness for duty for law enforcement positions.**

### **TYPICAL WORK ACTIVITIES**

**Selects various psychological and personality examinations that are pertinent to law enforcement for administration to candidates for law enforcement positions;**

**Administers a battery of those psychological exams to law enforcement candidates being considered for hire;**

**Scores and interprets the individual's scores on those examinations;**

**Administers a psychological interview examination to determine fitness for duty for law enforcement positions;**

**Writes reports on candidates' fitness along with a recommendation to pass or fail candidates for the Town Personnel Officer.**

### **KNOWLEDGE, SKILLS, ABILITIES and PERSONAL CHARACTERISTICS**

**Thorough knowledge of the theories, principles, practices and techniques used in the field of psychology; thorough knowledge of law enforcement psychological and personality examinations; thorough knowledge of interpreting test scores to determine potential problems that law enforcement candidates may have; thorough knowledge of interviewing techniques and ability to interpret results of findings and make decisions; ability to gain the cooperation of candidates and to establish and maintain effective relationships with the candidates during the psychological testing; ability to write thorough and justifiable reports to the Town Personnel Officer as to why candidates passed or failed the examinations; ability to follow general instructions of the Town Personnel Officer including Town policies and regulations.**