

CAREER OPPORTUNITIES WITH CIVIL SERVICE

HERKIMER COUNTY DEPARTMENT OF PERSONNEL

Announces

Promotion Examination Open to qualified Herkimer County Sheriff's Dept Employees

Deputy Sheriff/Correction Officer

Examination #s: 70019480 (promotion)

Date of Examination: September 20, 2025

Filing Deadline

Applications must be received or postmarked by: August 8, 2025

Refer to General Instructions, Filing Fee Information, and Application Fee Waiver

A NON-REFUNDABLE FILING FEE MUST ACCOMPANY EACH APPLICATION

\$25.00 MONEY ORDER ONLY - payable to Herkimer County Treasurer.

Cash accepted only if paying in person; you must have the exact dollar amount.

Personal checks will NOT be accepted.

FILING FEE WAIVED per Deputy Sheriff's contract for Promotional Exam

Salary: \$45,690 per year (2025 BASE rate)

RESIDENCY: Candidates must be legal residents of Herkimer County or one of its contiguous counties (Fulton, Hamilton, Lewis, Montgomery, Oneida, Otsego, St. Lawrence) for at least 30 days immediately preceding the date of the written test. Preference in certification for appointment may be given to successful candidates who have been legal residents of the municipality in which appointment is to be made -- **Herkimer County CS Rule VII 1.b. – “When preference in certification is given to residents of a municipality pursuant to subdivision 4-a of Section 23 of the Civil Service Law, an eligible must have been a resident of such municipality for at least one month prior to the date of certification in order to be included in a certification as a resident of such municipality and must be a resident of such municipality at the time of appointment.”**

Vacancies: The eligible list established as a result of this examination will be used to fill appropriate vacancies as they exist/occur in the Herkimer County Sheriff's Office / Correctional Facility.

Duties: This position exists in the Herkimer County Sheriff's Department and involves dual responsibility for the protection of lives and property and the enforcement of laws and ordinances within the County, and care and custody of prisoners in the County Correctional Facility, and operating the telecommunication functions at the County Correctional Facility.

When working as a DEPUTY SHERIFF on an assigned shift, an incumbent may either assist in the investigation of offenses and the apprehension of violators, and conducts routine patrol operations in accordance with the standard departmental operating procedures.

When working as a CORRECTION OFFICER on an assigned shift, the incumbent is either responsible for the enforcement of rules and regulations governing the custody, security, conduct, discipline, safety and general well being of inmates in a County Correctional Facility, or the responsibility for the telecommunication functions at the County Correctional Facility. While working in the Correctional Facility, the duties involve considerable inmate contact and supervision in a work, recreation or learning environment.

While working in the TELECOMMUNICATIONS center, the duties involve answering emergency and non-emergency calls for police, fire and emergency medical personnel.

The work is performed under the general supervision of a higher-ranking employee who gives specific instructions and assistance when special problems arise. Does related work as required.

MINIMUM QUALIFICATIONS:

Promotion Qualifications:

By the date of examination, candidates must be permanently employed in the competitive class in the Herkimer County Sheriff's Department and must have 6 months of continuous, permanent competitive class status as a Correction Officer **AND meet all open-competitive qualifications listed below.**

NOTE: Unless otherwise specified, part-time experience will be pro-rated towards meeting the full-time experience requirements.

Seniority Points--for service starting with the time of original entry in the permanent classified service (March 31, 1993) in the Herkimer County Sheriff's Department:

Less than 1 year, 0 pts; 1 year up to 6 years, 1 pt; Over 6 years up to 11 years, 2 pts; Over 11 years up to 16 years, 3 pts; Over 16 years up to 21 years, 4 pts.

Open-Competitive Qualifications:

EDUCATION

By the date of examination, candidates must be a high school graduate or holder of a high school equivalency diploma issued by an education department of any of the states of the United States or holder of a comparable diploma issued by any commonwealth, territory or possession of the United States or by the Canal Zone or holder of a report from the United States Armed Forces certifying successful completion of the tests of general educational development, high school level.

SPECIAL REQUIREMENTS: *include this information on your application*

AGE: Candidates must be at least 19 years of age on or before (examination date) to be admitted to the written test. **Eligibility for appointment as a police officer begins when the candidate reaches age 20. Candidates who reach their 43rd Birthday on or before the date of the written examination (9/20/25) are not qualified except as follows:*

*Candidates may have a period of military duty or terminal leave up to seven years, as defined in Section 243(10-a) of the Military Law, deducted from their age for purpose of meeting the age requirement.

***Effective 9/1/2025 Section 58.1(a) of the Civil Service Law** requires that applicants not be “more than forty-three years of age as of the date when the applicant takes the written examination...” Candidates who may be impacted by the maximum age requirement and who are requesting an alternate test date (for active military duty, Sabbath observance or for an alternate test date situation which meets the conditions of the Herkimer County Personnel Office’s alternate test date policy) are advised to contact the Herkimer County Personnel Office to discuss their request.

Citizenship: Candidates must be citizens of the United States at time of appointment.

License: Possession of a valid New York State driver’s license at time of appointment;

include this information on your application and attach copy of license.

Investigative Screening: There will be an investigation conducted in accordance with the standards of the Municipal Police Training Council (MPTC). Derogatory information will be evaluated and may result in disqualification. All convictions must be reported. Conviction of a felony or misdemeanor, or any falsified or omitted information may bar appointment or result in removal after appointment, depending upon the relationship of the violation or omission to the duties of the position.

Psychological Screening: You will be required to participate in a psychological evaluation to determine your fitness to perform the essential duties of the position prior to appointment. Failure to meet the standards may result in your offer of employment being rescinded or in your disqualification. An eligible will be called for a psychological assessment as needed to fill existing and anticipated vacancies.

Completion of MPTC Training for Police Officer prior to completion of probationary period.

Completion of NYS Commission of Corrections training prior to completion of probationary period.

You will undergo a thorough background investigation to determine your suitability for appointment as a Deputy Sheriff/Correction Officer, including a fingerprint check with NYSDCJS and the FBI. You will be responsible for payment of the required fees. You must be legally eligible to carry a firearm and must range qualify after appointment. Failure to meet the standards for the background investigation will result in disqualification. You will be required to participate in substance abuse testing. Evidence of substance abuse may lead to your disqualification from appointment or termination from permanent employment in the position.

In order to be eligible for permanent appointment, candidates must meet all current requirements of Section 58 of the Civil Service Law.

According to Civil Service Law, section 54 which became effective September 4, 2024, applicants who are within 12 months of meeting the minimum age or attaining the minimum educational requirements following the date of examination, may take the civil service exam, but will be restricted from certification until such a time that the minimum age or educational requirements are met.

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

Situational Judgment

These questions test for the ability to identify appropriate and effective responses to work-related challenges. You will be presented with scenarios that reflect the types of challenges one could encounter in a work environment. Each scenario will be followed by several responses to the scenario. You must rate the effectiveness of each response.

Language Fluency

These questions test for the ability to read, understand, and present a clear and accurate summary of information. For some questions, you will be given a brief reading passage followed by four statements, each summarizing the information. You must then choose the best version. For other questions, you will be given several sentences, one of which contains a spelling, grammatical, or punctuation error. You must then select the line that contains the error.

Information Ordering and Language Sequencing

These questions test for the ability to properly identify the sequence or order of events, or to organize information to fit a timeline. You will be given a brief reading passage followed by one or more questions. You must identify the proper sequence of events in order to answer one or more questions.

Problem Sensitivity and Reasoning

These questions test for the ability to apply information and to identify a problem or potential problem. For some questions, you will be given information in the form of policies, rules, regulations, or laws, which will be followed by a situation. You must then identify the problem and apply the information to select the best course of action to take. For other questions, you will be given a scenario and mock witness statements. You must use this information to answer one or more questions about the scenario.

Selective Attention

These questions test for the ability to focus on completing a task and to pay attention to important details while performing repetitive and monotonous tasks. You will be presented with a series of letters, symbols, and/or numbers. You must select the choice that contains the series of letters, symbols, and/or number that matches exactly.

Visualization

These questions test for the ability to imagine how something will look when it is moved around or when its parts are changed, moved, or rearranged. You will be presented with an image of a face followed by four images of faces. Each face is disguised or altered in some way. Three of the images have a difference in facial structure or facial features. You must select the choice that contains the image with the identical facial structure and facial features.

Spatial Orientation

These questions test for the ability to understand how to navigate within spaces or how to get from one point to another. You will be provided with a map followed by one or more questions. You must imagine yourself at a certain location and orient yourself to the direction in which you would move to get to another location by the shortest (least distance) route.

Test guide:

A Guide for the Written Test for **Entry-Level Law Enforcement** 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.

Qualifying Physical Fitness Test The three elements measured in the qualifying physical fitness test are muscular endurance (core body), muscular endurance (upper body), and cardiovascular capacity. The following is a brief description of the physical fitness test.

Sit-up **Muscular endurance (core body)** -The score indicated below is the number of bent-leg sit-ups performed in one minute.

Push Up **Muscular endurance (upper body)** -The score below is the number of full body repetitions that a candidate must complete without breaks.

1.5 Mile Run **Cardiovascular capacity** - The (time) score indicated below is calculated in minutes:seconds.

| GENDER/AGE | T E S T | | |
|---------------|---------------|----------------|---------------------|
| MALE | SIT-UP | PUSH-UP | 1.5 MILE RUN |
| 20-29 | 38 | 29 | 12:38 |
| 30-39 | 35 | 24 | 12:58 |
| 40-49 | 29 | 18 | 13:50 |
| 50-59 | 24 | 13 | 15:06 |
| 60+ | 19 | 10 | 16:46 |
| FEMALE | | | |
| 20-29 | 32 | 15 | 14:50 |
| 30-39 | 25 | 11 | 15:43 |
| 40-49 | 20 | 9 | 16:31 |
| 50-59 | 14 | - | 18:18 |
| 60+ | 6 | - | 20:16 |

The Municipal Police Training Council adopted the physical fitness-screening test based on the model formulated by the Cooper Institute of Aerobics Research. The minimum passing scores, depending on age and gender, represent the 40th percentile of physical fitness as established by the Cooper Institute. If a candidate does not successfully score to the 40th percentile of fitness for each of the elements of the test battery, the candidate shall not be deemed to have successfully completed the physical fitness screening test.

Herkimer County will no longer accept results for the physical fitness test from any outside agency. All candidates must take and pass a physical fitness test administered by the Herkimer County Personnel Department.

Retest Policy – Physical Fitness Test

When a candidate fails any or all portions of the required physical fitness test for law enforcement positions, he/she shall have the opportunity for one (1) retest. Candidates will be contacted by the Herkimer County Personnel Department for the purpose of scheduling the retest.

The retest will be scheduled not sooner than thirty (30) calendar days but no later than sixty (60) calendar days from the date that they failed to successfully compete the first physical agility test. Herkimer County reserves the right to adjust the timeframes based on availability of the facilities and instructor.

The candidates' failure to complete the agility retest within the timeframe specified above shall result in the removal of their name from the applicable eligible list(s).

Physical fitness test and medical standards are available for review on our website or in the Herkimer County Personnel Office at the Herkimer County Office Building, 109 Mary Street, Room 304, Herkimer, New York.

Use of calculators is PROHIBITED for this exam.