

CAREER OPPORTUNITIES WITH CIVIL SERVICE
HERKIMER COUNTY DEPARTMENT OF PERSONNEL

Announces

Promotion Examination

Open to Police Department employees in
**Village of Herkimer Police Department and the City of Little Falls Police
Department**

INVESTIGATOR

Examination Number 70009220

Date of Examination: June 14, 2025

Filing Deadline--

Applications must be received or postmarked by: April 25, 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 the Herkimer County Treasurer.
Cash accepted only if paying in person; you must have the exact dollar amount.
Personal checks will NOT be accepted.

Salary: \$60,000.00/Yr. (Varies by municipality)

Vacancies: The eligible list established as a result of this examination will be used to fill appropriate vacancies as they exist/occur in the Village of Herkimer and City of Little Falls Police Departments.

Herkimer County Residency is WAIVED for this Promotion Examination.

Duties: This is a law enforcement position of a moderately complex nature, which involves investigations as assigned to include the identification and collection of evidence. The duties are performed in accordance with Federal, State and local laws, rules, regulations and ordinances. Employees of this class work independently or as a member of a team on unresolved investigations or to enhance solved cases. Assignments are received from, and priorities are set by, a supervising officer. The nature of the work requires that incumbents may perform the duties at irregular hours, including the evening, on weekends and may be on call 24 hours a day. Incumbents may supervise other officers as assigned. Does related work as required.

MINIMUM QUALIFICATIONS FOR TAKING THE TEST

Candidates must meet the following requirements on or before the date of the written test: Candidates must be permanently employed in the competitive class in the Village of Herkimer OR City of Little Falls Police Departments and must have 48 months of permanent competitive class status as a Police Officer immediately preceding the date of the written test. Promotion examinations are subject to Civil Service Law, Section 52.9 “**Increase in salary as a promotion**”

ANTICIPATED ELIGIBILITY REQUIREMENTS:

Candidates must meet the above requirements by **at least December 31, 2025**. Passed candidates who are admitted to the exam under anticipated eligibility may not be certified and appointed until they meet the announced minimum qualifications.

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.

POINTS FOR SENIORITY WILL BE ADDED TO AN ELIGIBLE SCORE AS FOLLOWS:

Seniority points will be added on promotional exam scores to all passing candidates. Seniority rating is based on the length of continuous classified service in the jurisdiction in which you are employed as follows:

- Less than 1 year 0 points
- 1 year up to 6 years 1 point
- Over 6 years up to 11 years 2 points
- Over 11 years up to 16 years 3 points
- Over 16 years up to 21 years 4 points
- Over 21 years up to 26 years 5 points

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

Evaluating information and evidence

These questions test for the ability to evaluate and draw conclusions from information and evidence. Each question consists of a set of facts and a conclusion based on the facts. The candidate must decide if the conclusion is warranted by the facts.

Investigative techniques and criminalistics

These questions test for knowledge of criminal investigation techniques and criminalistics. The questions will deal with, but will not necessarily be restricted to, such concepts as: interviewing; interrogation; evidence gathering and preservation; and surveillance.

New York State Laws - Police

These questions test for knowledge of the laws in effect on January 1, 2025 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.

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.

Preparing written material in a police setting

These questions test for the ability to prepare the types of reports that police personnel write. 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 of the sentences.

Test guide:

A Guide for the Written Test for **Police Supervisors/Investigators** 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.

Use of calculators is **PROHIBITED** for this exam