

CAREER OPPORTUNITIES WITH CIVIL SERVICE

HERKIMER COUNTY DEPARTMENT OF PERSONNEL

Announces

**Examination** Open to the Public

**POLICE CHIEF, Type “A” Department**

Examination Number 60020930

**Date of Examination: March 15, 2025**

**Filing Deadline--Applications must be received or postmarked by: January 24, 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 Range: \$95,000 per year; varies with each municipality**

**Vacancies:** The eligible list established as a result of this examination will be used to fill appropriate vacancies as they exist/occur in Type “A” Police Departments under the jurisdiction of Herkimer County Personnel. At present, one vacancy exists in the Village of Frankfort.

**Residency Requirement:** Candidates must be legal residents of New York State for at least 30 days immediately preceding the date of the written test.

**ACCEPTABLE TRAINING AND EXPERIENCE:**

Candidates must meet the following requirements on or before the date of the written test:

Four years of experience as a full-time Police Officer or a member of the New York State Police.

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

*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.*

**Duties:** This is an important administrative position involving the responsibility for the conduct of police functions and requires the ability to plan and direct the work of a small law enforcement agency. Responsibility involves the maintenance of high standards among the members of the police force.

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

**Knowledge of law enforcement methods, practices, and procedures**

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. Areas covered include investigation procedures, patrol techniques, police-community relations, courtroom procedures, personnel practices, policy making and budgeting procedures.

**Knowledge of New York State laws - Criminal**

These questions test the candidates' knowledge of the laws in effect on January 1, 2025. This portion of the test is a sampling of the various sections of the law that police personnel may encounter in the course of their day-to-day work-related activities. Laws covered may include the Penal Law, Criminal Procedure Law, Vehicle and Traffic Law, Family Court Act, and other laws relevant to law enforcement in New York State.

**Administration - Police**

These questions test for knowledge of the managerial functions involved in directing an A level police department. These questions cover such areas as: developing objectives and formulating policies; making decisions based on the context of the administrator's position and authority; forecasting and planning; organizing; developing personnel; coordinating and informing; guiding and leading; testing and evaluating; and budgeting.

**Supervision**

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

**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 Chief/Assistant Chief** 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.**