

HERKIMER COUNTY DEPARTMENT OF PERSONNEL

Announces

Examination Open to the Public

SPECIAL PATROL OFFICER

Examination Number 60016440

Date of Examination: March 15, 2025

Filing Deadline

Applications must be received or postmarked by: **January 31, 2025**

Filing deadline extended

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

A NON-REFUNDABLE FILING FEE MUST ACCOMPANY EACH APPLICATION

\$15.00 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: \$44,290 per year / \$21.21 per hour (varies by municipality)

Vacancy: The eligible list established as a result of this examination will be used to fill appropriate vacancies as they exist/occur under the jurisdiction of the Herkimer County Personnel Office. At present, there is one vacancy at the Herkimer County Sheriff's Dept.

Residency Requirement: 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.

MINIMUM QUALIFICATIONS: Retired member of a police or sheriff's department, or division of state police, or retired former corrections, parole or probation officer.

NOTE: In accordance with Section 209-v of General Municipal Law, a retiree who had permanent competitive class status in one of the above listed occupations may be reinstated to a Special Patrol Officer position without further examination.

SPECIAL REQUIREMENTS TO CARRY OR POSSESS FIREARMS:

Special Patrol Officers may not carry or possess firearms while on duty unless authorized to do so by the appointing authority and a license has been issued pursuant to Section 400.00 of Penal Law (Section 2.10.37 of Criminal Procedure Law). Where possession of the license is required, eligibility for and continued possession of the license is required for employment.

Duties: The work involves responsibility for maintaining order and providing security in public buildings, schools and courtrooms. Persons employed in this class shall have all the powers of a peace officer, as set forth in section 2.20 of Criminal Procedure Law, when performing the duties of protecting property or persons on such premises. The work is performed under general supervision of the Police Chief or Sheriff. Does related work as required.

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

Preparing written material

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

Applying written information in a safety and security setting

These questions evaluate your ability to read, interpret and apply rules, regulations, directives, written narratives and other related material. You will be required to read a set of information and to appropriately apply the information to situations similar to those typically experienced in a public safety and security service setting. All information needed to answer the questions is contained in the rules, regulations, etc. which are cited.

Principles and practices of safety and security

These questions test for a knowledge of the proper principles and practices in the field of safety and security. The questions will cover such areas as selecting the best course of action to take in a safety or security related situation.

Following directions (maps)

These questions test your ability to follow physical/geographic directions using street maps or building maps. You will have to read and understand a set of directions and then use them on a simple map.

Test guide:

A Guide for the Written Test for **Safety and Security** 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 ALLOWED.