

CAREER OPPORTUNITIES WITH CIVIL SERVICE
HERKIMER COUNTY DEPARTMENT OF PERSONNEL

Announces

Open to all Qualified Individuals

DEPUTY SHERIFF INVESTIGATOR

Examination Number 60011560

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: \$23.76/hr.

Residency: Candidates must have been legal residents of Herkimer County for at least 30 days immediately preceding the date of the written and/or performance examination(s) and must be legal residents of Herkimer County at the time of appointment. Preference in appointment may be given to successful candidates who have been legal residents of the jurisdiction in which appointment is to be made.

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.

MINIMUM QUALIFICATIONS FOR TAKING THE TEST

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

Graduation from high school OR possession of a high school equivalency diploma;

AND -

Two years permanent competitive class experience as a Deputy Sheriff or Police Officer.

SPECIAL REQUIREMENT: Possession of a New York State driver's license.

Duties: This position exists in the County Sheriff's office and involves the responsibility for the protection of lives and property, the enforcement of laws and ordinances within the County, and consists of specialized police work involving responsibility for applying scientific methods and procedures in the investigation of violence of law. 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. The duties as an Investigator include interrogating of criminals and witnesses, detecting crime and criminals and gathering and reporting on evidence obtained. Includes investigating jail disturbances, use of force and unusual incidents. As an Investigator, employees normally work in plain clothes although this employee may be assigned uniformed tasks whenever such uniformed service is deemed essential by the Sheriff/Undersheriff/Captain. Specific or special assignments are provided by the Sheriff/Undersheriff/Supervision may be exercised over subordinate police officers in the absence of higher-ranking officers. Does related work as required.

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:

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