

CAREER OPPORTUNITIES WITH CIVIL SERVICE

HERKIMER COUNTY DEPARTMENT OF PERSONNEL

Announces

Promotion Examination Open to Qualified Employees of

the City of Little Falls Police Department
and
Villages of Herkimer and Ilion Police Departments

POLICE SERGEANT

Examination Number: 70009210 (promotion)

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.
Personal checks will **NOT** be accepted.

Salary: Varies by Department

Residency: Herkimer County Residency is **WAIVED** for the Promotion Examination.

Vacancies: The eligible lists established as a result of these examinations will be used to fill appropriate vacancies as they exist/occur in the City of Little Falls Police Department and Villages of Herkimer and Ilion Police Departments under the jurisdiction of the Herkimer County Personnel Office.

Duties: Has immediate charge of the activities of police officers on an assigned shift; does related work as required. An employee in this class is responsible for the police work of subordinates or for specialized duties, which he/she personally performs. Supervision is exercised over the patrolmen through inspections and the assignment of duties in accordance with general instructions received from a superior officer.

Qualifying Experience for Taking the Promotion Examination:

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

Candidates must be permanently employed in the City of Little Falls Police Department or the Villages of Herkimer or Ilion Police Departments and must have 4 years of permanent, full time, competitive class status as a Police Officer immediately preceding the date of the written test. (Section 58 1(b), New York State Civil Service Law)

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 promotion requirements by **at least December 31, 2025**. Passed candidates who are admitted to the exam under anticipated eligibility may not be 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.

SENIORITY RATING: 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.

Law enforcement methods and practices

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.

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.

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 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.

Police Sergeant #70009210 (Promo)
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