

CAREER OPPORTUNITIES WITH CIVIL SERVICE  
**HERKIMER COUNTY DEPARTMENT OF PERSONNEL**

**Announces**

**Promotion Examination** Open to Herkimer County Highway Employees  
and  
**Examination** Open to the Public

**AUTOMOTIVE MECHANIC FOREPERSON**

Examination #: 70013490 (promotion)  
60027790 (open-competitive)

**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**

**\$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 Range: \$25.74 per hour (2025 BASE, County Highway Department)**

**Vacancies:** The eligible lists established as a result of these examinations will be used to fill appropriate vacancies as they exist/occur under the jurisdiction of the Herkimer County Personnel Office.

**The Eligible List resulting from the promotion exam will be used first as mandated by State Law.**

**Residency Requirement:** 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.

**NOTE: Herkimer County residency is waived for PROMOTION examination ONLY.**

**Duties:** These duties involve primary responsibility for supervising and performing skilled automotive repair and maintenance tasks requiring a thorough knowledge of the trade. The work is performed under the general supervision, allowing wide leeway for the exercise of independent judgment in performing the technical aspects of the work. Supervision may be exercised over subordinate automotive mechanics.

**MINIMUM QUALIFICATIONS FOR TAKING THE TEST:**

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

**Open-Competitive (#60027790)**

**ACCEPTABLE EXPERIENCE AND TRAINING:**

Four years of experience as a skilled automotive repairman; or any equivalent combination of experience and training.

**Special Requirement for Acceptance of Applications:**

Eligibility for an appropriate New York State operator’s license.

**Promotion (#70013490)** Promotion examinations are subject to Civil Service Law,  
Section 52.9 **“Increase in salary as a promotion”**.

Immediately preceding the date of examination, candidates must be permanently employed in the Herkimer County Highway Department and must have had 2 years of permanent status as an Automotive Mechanic, Heavy Equipment Operator, Motor Equipment Operator, or Working Foreperson.

**Special Requirement for Acceptance of Applications:**

Eligibility for an appropriate New York State operator’s license.

*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.*

NOTE: Herkimer County residency is waived for PROMOTION examination ONLY.

**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 written test designed to evaluate knowledge, skills and /or abilities in the following areas:

**Maintenance and repair of motor vehicles**

These questions test for knowledge of the operating characteristics of the various mechanical and electrical components of motor vehicles and diagnostic practices involved in the maintenance and repair of these components.

**Operation, maintenance, and repair of automotive, truck, and heavy highway maintenance equipment**

These questions test for knowledge of the operating characteristics of various components of automotive and heavy motor vehicle equipment and the proper maintenance and repair procedures to use on this equipment.

**Tools and test equipment used in the maintenance of automotive equipment**

These questions test for knowledge of the correct procedures to use when checking, maintaining, and repairing automotive equipment, including the proper and safe use of various tools, instruments, circuit testers, and similar types of mechanical and electrical test and repair equipment.

**Maintenance and repair of mechanically and electronically controlled internal combustion engines**

These questions test for knowledge of the technical operating characteristics of internal combustion engines, including the ability to troubleshoot symptoms of poor operation and to diagnose and repair typical mechanical or electrical system problems, including computer controlled systems.

**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.

**Test guide:**

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

**Use of calculators is ALLOWED**