

CAREER OPPORTUNITIES WITH CIVIL SERVICE
HERKIMER COUNTY DEPARTMENT OF PERSONNEL

Announces

Promotion Examination

Open to Qualified Employees of the Village of Herkimer and
Village of Ilion Police Departments

POLICE CAPTAIN

Examination Number 70029640

Date of Examination: November 7, 2026

Filing Deadline

Applications must be received or postmarked by: October 16, 2026

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: \$55,000 per year (Varies by municipality)

Vacancies: The eligible list established as a result of this examination will be used to fill any vacancy that exists/occurs in the Village of Herkimer and Village of Ilion Police Departments. At present time, there is one vacancy in the Village of Herkimer and Village of Ilion Police Departments.

Herkimer County residency is WAIVED for this promotion examination.

DUTIES: Has immediate charge of the activities of police officers during an assigned shift or oversees a specific activity within the department; does related work as required. This is an important law enforcement position involving supervision of police activities according to established procedures and policies outlined by a superior officer. Responsibility is involved for assigning duties to police officers, evaluating their work performance, and instructing them in new and approved police methods. Work is performed under direct supervision of the Chief or higher-ranking officer.

QUALIFYING EXPERIENCE FOR TAKING THE TEST

Candidates must be permanently employed in the competitive class in the Village of Herkimer or Village of Ilion and must have **2 years of experience** as a **Police Sergeant or Police Investigator** immediately preceding the date of the written test.

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

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

These questions test for knowledge of the laws in effect on January 1, 2026 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.

Preparing written material in a police setting

These questions test for the ability to prepare the types of reports and communications that police personnel write. The content is appropriate for the ranks/levels being tested. 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 for the sentences.

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.

Planning, supervising and administering police programs and activities

These questions test for knowledge of the principles and practices involved in managing an organizational segment of a police department in New York State and directing the activities of subordinate staff, including subordinate supervisors. These questions cover such areas as planning, controlling, directing, organizing, and coordinating the activities of the organizational section. Questions also cover the personal interactions between an upper-level supervisor and subordinate supervisors in the accomplishment of objectives and deal with issues of work assignments, job performance, and training.

SENIORITY CREDIT: Computation of seniority points will begin from the date of original entry in the permanent, full-time classified service of the jurisdiction in which promotion is sought, followed by continuous service, preceding the establishment of the eligible list. Points will be added to an eligible score, 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

Use of calculators is **PROHIBITED**

Test guide:

A Guide for the Written Test for **Second- and Third-Line Police Supervisors** 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.