CAREER OPPORTUNITIES WITH CIVIL SERVICE

HERKIMER COUNTY DEPARTMENT OF PERSONNEL

Announces

Promotion Examination

Open to Qualified Herkimer County Sheriff Department Employees

CORRECTION SERGEANT

Examination Number 70033190

Date of Examination: November 7, 2026

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

Refer to General Instructions

FILING FEE WAIVED per Deputy Sheriff's contract

SALARY: $51,093 per year (2026 BASE)

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 Correctional Facility, Herkimer County Sheriff's Office.

DUTIES: This work involves responsibility for the booking of inmates and for insuring enforcement of rules and regulations governing security, conduct, discipline, safety and the general well being of inmates and staff in a county correctional facility. Work procedures are well defined but incumbents must be alert to possibilities of emergency situations arising and exercise sound judgment when problems occur. This position differs from that of a Correction Officer by virtue of increased level of responsibility and supervisory responsibilities. Supervision is exercised over the work of an assigned group of Correction Officers. The work is performed under general supervision with considerable leeway allowed for the use of independent judgment in dealing with day-to-day situations in the facility. Performs work of a Correction Officer when required. Does related work as required.

QUALIFYING EXPERIENCE FOR TAKING THE TEST:

Candidates must meet the following requirements on or before the date of the written test:
Candidates must be permanently employed in the competitive class in the Herkimer County Correctional Facility and must have **24 months of continuous, full-time, permanent competitive class status as a Correction Officer** immediately preceding the date of examination. **NOTE:** Unless otherwise specified, permanent, part-time experience will be pro-rated towards meeting the full-time experience requirements. SPECIAL REQUIREMENT: Possession of a valid New York State driver's license; ***include this information on your application and attach copy of license to your application*.**

Seniority Points--for service starting with the time of original entry in the permanent classified service (March 31, 1993) in the Herkimer County Sheriff's Department: Less than 1 year, 0 pts; 1 year up to 6 years, 1 pt; Over 6 years up to 11 years, 2 pts; Over 11 years up to 16 years, 3 pts; Over 16 years up to 21 years, 4 pts.

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.

New York State minimum standards for correctional facilities

These questions test for knowledge of the Minimum Standards for state, county, and local correctional facilities that are promulgated by the New York State Commission of Correction in areas such as the admission/discharge, care, custody, movement, correctional treatment, security, supervision, and discipline of all persons confined in these systems.

Coordinating Appropriate Responses to Emergencies, Disturbances, and Other Unusual Situations

These questions test for knowledge in such areas as: anticipating possible correctional emergency situations, responding to situations promptly and allocating staff where needed; notifying supervisors of situations when appropriate; acting within rules to alleviate problems as quickly as possible with minimum use of force; investigating the causes of incidents; submitting reports on incidents.

Supervising Inmate Correctional Programs, Services, Visitation Areas, and Correctional Staff

These questions test for knowledge in such areas as: coordinating programs with civilian staff; ensuring that all employees relate well to visitors and guests and answer their questions in accordance with facility rules; organizing and supervising special programs involving outside groups (e.g., Alcoholics Anonymous, Narcotics Anonymous, etc.) and ensuring full cooperation from employees. The questions may also deal with such areas as: understanding new concepts and developments in the field of Corrections, and evaluating employees' capabilities and limitations on the job.

Test guide:

A Guide for the Written Test for **First Line Correction 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.

Use of calculators is Allowed