

HERKIMER COUNTY DEPARTMENT OF PERSONNEL

Announces

Examination Open to the Public

CAMPUS SAFETY OFFICER

Examination Number 85173

Date of Examination: July 13, 2024

Filing Deadline

Applications must be received or postmarked by: May 24, 2024

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.

2024 HIRE RATE RANGE: \$37,068 - \$43,789 (Peace Officer) per year

Vacancy: The eligible list established as a result of this examination will be used to fill vacancies as they exist/occur at Herkimer College. At present, there are two vacancies at Herkimer College.

Residency Requirement: Candidates must be legal residents of Herkimer County or one of its contiguous counties (Fulton, Hamilton, Lewis, Montgomery, Oneida, Otsego, St. Lawrence) for at least 30 days immediately preceding the date of the written test.

MINIMUM QUALIFICATIONS: Graduation from a standard senior high school OR possession of a high school equivalency diploma.

NOTE: In addition to meeting the above qualifications, candidates will also be required to meet established medical and physical training standards, candidates must successfully complete the DCJS approved Campus Safety Peace Officer Academy or its equivalent within one year of appointment and possess a valid New York State Drivers License.

Applicants must be able to obtain and possess a NYS Pistol Permit. Prior to appointment, candidates will be required to participate in a psychological evaluation to determine your fitness to perform the essential duties of the position. Failure to meet the standards may result in your disqualification. Because of the nature of the position there is a background investigation and you will be asked to sign a release so that the Director of Campus Safety or his/her designee can properly and thoroughly investigate your background. Conviction of a felony may bar your appointment.

Duties: Incumbents in this class perform security and law enforcement related functions at the Community College, involving responsibility for maintaining order, for the security of college property, and for the safety of students, visitors and staff. The work is performed under general supervision of the Director of Campus Safety, with considerable latitude allowed for the exercise of independent judgment in carrying out assignments.

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.

Applying written information in a safety and security setting

These questions evaluate your ability to read, interpret and apply rules, regulations, directives, written narratives and other related material. You will be required to read a set of information and to appropriately apply the information to situations similar to those typically experienced in a public safety and security service setting. All information needed to answer the questions is contained in the rules, regulations, etc. which are cited.

Following directions (maps)

These questions test your ability to follow physical/geographic directions using street maps or building maps. You will have to read and understand a set of directions and then use them on a simple map.

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.