

# ALBANY COUNTY DEPARTMENT OF CIVIL SERVICE

112 STATE STREET, ROOM 900 ALBANY, NEW YORK 12207

CIVIL SERVICE PORTAL: <https://albany-portal.mycivilservice.com> EMAIL: [csinfo@albanycountyny.gov](mailto:csinfo@albanycountyny.gov)

Issued: March 26, 2025

## ANNOUNCES A PROMOTIONAL EXAMINATION FOR **POLICE SERGEANT**

Exam # 70015080

**TO APPLY FOR THIS EXAM YOU MUST USE OUR ONLINE CIVIL SERVICE PORTAL (SEE ADDRESS ABOVE). THE EMAIL ADDRESS ASSOCIATED WITH YOUR PORTAL ACCOUNT WILL BE USED FOR ALL CIVIL SERVICE CORRESPONDENCE INCLUDING APPEARANCE NOTICES, DISQUALIFICATION, RESULTS, CANVASSING, ETC. BE SURE TO CHECK BOTH YOUR INBOX AND SPAM/CLUTTER FOLDER FOR ALL CORRESPONDENCE. WE NO LONGER SEND PAPER APPEARANCE LETTERS.**

**FILING FEE: \$20.00 non-refundable** filing fee for each application submitted. Submit application and credit card payment online via the Civil Service Portal at the web address above. Cash, check or money order will be accepted if applying in person. **THERE IS NO COUNTY RESIDENT, COUNTY EMPLOYEE OR MILITARY VETERAN/ACTIVE-DUTY SERVICE MEMBER FILING FEE WAIVER FOR THIS EXAM.**

**TO BE HELD:** Exam will be held on **Saturday, June 14, 2025**. Applicants will be emailed notification of time and exam site on **Tuesday, June 03, 2025**. Be sure to check both your inbox and spam/clutter folder on that date for an email containing a link to your appearance letter.

**LAST FILING DATE:** Application must be completed and submitted before 11:59pm on **Friday, April 25, 2025**.

**VACANCIES:** List will be used to fill future vacancies as they occur in the Town of Bethlehem and the Town of Guilderland.

**SALARY:** **Varies by location.**

**DUTIES OF POSITION:** Incumbent in this class is responsible for supervising the work activities of Police Officers on patrol duty and/or performing some specialized assignments. Supervision is exercised over the work of others through inspection of duties all in accordance with the regulations of the department. Work is performed under supervision of a higher-ranking officer. Does related work as required.

**MINIMUM QUALIFICATIONS:** On or before 06/14/2025, to be eligible for this promotion exam, employees must be in the Town of Bethlehem or the Town of Guilderland and meet the promotion qualifications listed below:

- Twelve (12) months of service\* in the title Police Officer **and**,
- Must be a current permanent, competitive class Police Officer to sit for the exam.

**\*NOTE:** Pursuant to NYS Civil Service Law, section 52.10(a) which became effective 9/4/24, time served as a provisional Police Officer counts towards meeting the time in title as long as it is *immediately followed* by a permanent Police Officer appointment.

**SENIORITY CREDITS:** Points will be added to eligible passing scores as follows: 1-5 years = 1 credit; 6-10 years = 2 credits; 11-15 years = 3 credits; 16-20 years = 4 credits. Seniority will be credited for continuous, classified service within the employee's current civil division immediately preceding the last filing date.

**SCOPE OF EXAMINATION:** There will be a written test which you must pass in order to be considered for appointment. It will evaluate knowledge, skills, and/or abilities in such areas as:

**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.

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.

♦ The use of calculators is **PROHIBITED** for this exam.

**PLEASE READ THE FOLLOWING PAGE(S) FOR ADDITIONAL IMPORTANT INSTRUCTIONS**

## GENERAL INSTRUCTIONS TO APPLICANTS

**TO APPLY FOR THIS EXAM YOU MUST USE OUR ONLINE CIVIL SERVICE PORTAL ( <https://albany-portal.mycivilservice.com> ).THE EMAIL ADDRESS ASSOCIATED WITH YOUR PORTAL ACCOUNT WILL BE USED FOR ALL CIVIL SERVICE CORRESPONDENCE INCLUDING APPEARANCE NOTICES, DISQUALIFICATION, RESULTS, CANVASSING, ETC. BE SURE TO CHECK BOTH YOUR INBOX AND SPAM/CLUTTER FOLDER FOR ALL CORRESPONDENCE. WE NO LONGER MAIL PAPER APPEARANCE LETTERS.**

**APPLICATION PROCESS/FORMS:** Submit application and credit card payment online via the Civil Service Portal: <https://albany-portal.mycivilservice.com> . If you do not have access to a computer, you can visit our office at:

**ALBANY COUNTY DEPARTMENT OF CIVIL SERVICE, 112 STATE STREET, ROOM 900, ALBANY, NY 12207**

*Cash, check or money order will be accepted if applying in person.*

The applicant should be certain that all required sections of the application are completed or disqualification may result. **Education and work experience should be documented on the application regardless if the candidate has elected to attach a résumé.** All statements made by candidates in their applications are subject to verification.

**TRANSCRIPTS:** If a college transcript is required per the announcement, copies of the original are acceptable and should be submitted with the application or as soon as possible after applying. See our transcript policy at: [www.albanycountyny.gov/departments/civil-service](http://www.albanycountyny.gov/departments/civil-service)

**EXPERIENCE RATING SCALE:** Experience will be rated as follows: 1 - 20 hours worked per week = ½ time; 21+ hours worked per week = full time.

**LAST FILING DATE:** It is the applicant's responsibility to ensure that the application is completed and submitted before 11:59pm on the specified last filing date.

### **VETERANS' CREDITS:**

- Disabled and non-disabled veterans who establish eligibility for additional credits and are successful in the examination are entitled to have 10 and 5 points, respectively, (5 and 2.5 points in the case of promotional examinations) added to their earned scores, and provided they have not previously used such credits to obtain permanent appointment or promotion. Veterans may determine to waive the use of their credits at any time up to the time of permanent appointment or promotion.
- Veterans who are eligible for additional credit must submit a copy of their separation papers (DD-214) within two (2) months of the last filing date for the examination. Veterans' credits can only be added to a passing score on the examination. Veterans' credits will not be applied for candidates whose scores make them immediately reachable at the time of list establishment.
- Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veterans' credits in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. **No credit may be granted after the establishment of the list.**
- Effective January 1, 2014, the State Constitution was amended to permit disabled veterans to use additional credits on civil service examinations to obtain a second appointment or promotion.
  - If a veteran previously received five (non-disabled) points on an open-competitive examination and subsequently became certified as disabled, he or she would be entitled to receive another five (disabled) points on a subsequent examination whether an open-competitive or a promotion examination.
  - If a veteran previously received two and one-half (non-disabled) points on a promotion examination and subsequently became certified as disabled, he or she would be entitled to receive another seven and one-half (disabled) points on a subsequent examination whether an open-competitive or a promotion examination.

**ADDITIONAL CREDITS FOR CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:** In conformance with section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten (10) points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

**ALTERNATE TEST DATE POLICY:** This policy and the required application can be found on our website: [www.albanycountyny.gov/departments/civil-service](http://www.albanycountyny.gov/departments/civil-service) . The policy clearly states the specific circumstances whereby a candidate may be eligible for an alternate test date. The candidate will be contacted by email or phone to make arrangements. Be aware that alternate test dates are during our normal business hours.

**SABBATH OBSERVERS/DISABLED CANDIDATES/MILITARY MEMBERS:** Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and disabled candidates who require special accommodations to take the test should indicate the need for special arrangements when applying. Candidates who are called to military service after filing an application should contact Albany County Civil Service as soon as possible at [csinfo@albanycountyny.gov](mailto:csinfo@albanycountyny.gov) or (518) 447-7770.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:** Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required. Eligible candidates may be required to pay a fingerprint-processing fee associated with this special requirement.

### **ELIGIBLE LISTS:**

- For continuous recruitment exams, candidates will have their names placed on the eligible list for a maximum period of one year in the order of their exam score regardless of the date on which they took the exam. Rank on the list changes regularly depending on declinations, appointments and new names being added to the list.
- For all other types of exams, eligible lists are in effect for a minimum of one year up to a maximum of four years unless superseded by a new exam.
- Changing conditions may make it necessary to canvass future vacancies at higher or lower salaries than those originally announced.

**CONTACT THIS OFFICE AT [CSINFO@ALBANYCOUNTYNY.GOV](mailto:CSINFO@ALBANYCOUNTYNY.GOV) OR (518) 447-7770 WITH ANY QUESTIONS.**

THE NEW YORK STATE HUMAN RIGHTS LAW (ARTICLE 15) PROHIBITS DISCRIMINATION IN EMPLOYMENT BECAUSE OF AGE, RACE, CREED, COLOR, NATIONAL ORIGIN, SEXUAL ORIENTATION, MILITARY STATUS, SEX, MARITAL STATUS OR DISABILITY.

**ALBANY COUNTY IS A PARTICIPATING E-VERIFY EMPLOYER. FOR MORE INFORMATION ABOUT E-VERIFY, GO TO [DHS.GOV/E-VERIFY](http://DHS.GOV/E-VERIFY).**

ALBANY COUNTY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.