

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

Issued: 8/13/26

ANNOUNCES A CONTINUOUS RECRUITMENT EXAMINATION FOR

POLICE OFFICER / DEPUTY SHERIFF

Exam # 60070790

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. A maximum of two (2) application filing fees per calendar year will be waived for current legal residents of Albany County and/or current employees of a department of Albany County Government and/or a military veteran or an active-duty service member. (Employees of NYS Government, school districts, towns, villages and libraries are not eligible for the employee waiver but may be eligible for the resident waiver.) Submission of a filing fee, even if you are eligible for a waiver, shall constitute relinquishment of the waiver and payment will be deposited. You may use any remaining waivers within the calendar year.

TO BE HELD: Exam will be held on **Saturday, 10/17/26**. Applicants will be emailed notification of time and exam site on **Tuesday, 10/6/26**. 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 9/13/26.

VACANCIES: List will be used to fill future vacancies as they occur in the towns and villages covered by Albany County Civil Service and the Albany County Sheriff's Department.

SALARY: Varies by location.

RESIDENCY REQUIREMENT: None to sit for the exam. Pursuant to NYS Civil Service Law Sec. 23.4-a, preference in appointment may be given to those eligibles who are legal residents in the municipality where the vacancy or anticipated vacancy exists. Must be a resident of such municipality at time of appointment if the municipality's appointing authority requests a resident list only.

DUTIES OF POSITION: These duties involve a variety of law enforcement responsibilities, which include criminal, civil process, and court services. Ordinarily, the incumbent works under the supervision of a higher-ranking officer. However, there is considerable independent responsibility for exercise of sound judgment in emergencies. Does related work as required.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the date of the exam:

- **Education:** Graduation from high school or possession of a high school equivalency diploma.
- **Age:** Candidates must be at least 19 years of age on or before **10/17/26** to be admitted to the written test**. Eligibility for appointment as a Police Officer/Deputy Sheriff begins when the candidate reaches age 20. Candidates who reach their 43rd birthday* on or before the date of the written examination are **not** qualified except as follows:
 - Candidates may have a period of military duty or terminal leave up to seven years, as defined in Section 243 (10-a) of the Military Law, deducted from their age for the purpose of meeting the age requirement. Proof is required in the form of a DD-214.

**Candidates who may be impacted by the maximum age requirement and who are requesting an alternate test date are advised to contact Albany County Civil Service to discuss their request.*

***Anticipated Eligibility – Age and Educational Requirements:*

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.

- **Public Officers Status:** Appointees are considered public officers under state law. You must be a resident of New York State and at least 20 years old at the time of appointment.
- **Citizenship:** United States Citizenship is required at time of appointment. It is not necessary for admission to the examination.
- **Driver's License:** Candidates must possess a valid New York State Motor Vehicle Operator's license at time of appointment.
- **Background Investigation:** Candidates may be subject to a thorough background investigation to determine suitability for appointment. Applicants may be required to authorize access to educational, employment, criminal history and other records check as part of such investigation. Criminal convictions or other offenses are subject to evaluation and may result in disqualification. At the discretion of the employing law enforcement agency candidates may be subject to additional screenings as a term and condition of employment, including but not limited to, fingerprinting and psychological testing. Applicant will be required to submit the necessary fees for the fingerprint processing, where required.
- **Agility Test:** See the next page for information on the qualifying physical fitness test.

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

Physical Fitness Screening Test Policy for Police Officer and Deputy Sheriff Candidates

The Physical Fitness Screening Test for Police Officer and Deputy Sheriff Candidates is established and administered in accordance with New York State Municipal Police Training Council guidelines.

Candidates who have successfully passed the examination for Police Officer and/or Deputy Sheriff who have been canvassed for employment opportunities in an appointing authority will need to meet the Physical Fitness Standards prior to receiving any conditional offers of employment. Police Officer or Deputy Sheriff (or equivalent title) transfers are not *required* to undergo this screening. All other candidates (including reinstatements following a break in service of more than one year) are required to successfully complete this screening. The physical fitness screening test at a police academy is not a substitute for this test.

The Physical Fitness Screening Test will be held under the following conditions:

1. The Appointing Authority must administer the screening with an Albany County Civil Service Department representative present during its entirety. A certified trainer must also be present for the test.
2. Under no circumstances will candidates be retested on any stage of the physical fitness screening components. All candidates will be notified at the time of the screening test of their result. A candidate who fails *may* be removed from the current eligible list for the title for which a screening test is administered. Retesting the entirety of the physical fitness screening at a later date *may* be allowed at the sole discretion of the Appointing Authority.
3. All candidates will be instructed on the physical fitness measurement standards prior to the administration of the test. Candidates will be required to read, understand, and sign an acknowledgement form prior to the administration of the screening.
4. All physical fitness screening will be recorded on video.
5. Please see NYS Civil Service manual M-6105 and NYCRR Part 6000 for a comprehensive list of Police Officer/Deputy Sheriff Screening Test requirements and procedures.

Physical Fitness Screening Test for Police Officer and Deputy Sheriff Candidates

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PUSH-UP	Muscular Endurance (Upper Body) – The score indicated below is the number of full body repetitions that a candidate must complete without breaks.
SIT-UP	Muscular Endurance (Core Body) – The score indicated below is the number of bent-leg sit-ups performed in one (1) minute.
1.5 MILE RUN	Cardiovascular Capacity – The score indicated below is calculated in minutes:seconds.

GENDER/AGE		TEST	
MALE	PUSH-UP	SIT-UP	1.5 MILE RUN
20-29	29	38	12:38
30-39	24	35	12:58
40-49	18	29	13:50
50-59	13	24	15:06
60+	10	19	16:46
FEMALE	PUSH-UP	SIT-UP	1.5 MILE RUN
20-29	15	32	14:50
30-39	11	25	15:43
40-49	9	20	16:31
50-59	N/A	14	18:18
60+	N/A	6	20:16

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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:

Situational Judgment: These questions test for the ability to identify appropriate and effective responses to work-related challenges. You will be presented with scenarios that reflect the types of challenges one could encounter in a work environment. Each scenario will be followed by several responses to the scenario. You must rate the effectiveness of each response.

Language Fluency: These questions test for the ability to read, understand, and present a clear and accurate summary of information. For some questions, you will be given a brief reading passage followed by four statements, each summarizing the information. You must then choose the best version. For other questions, you will be given several sentences, one of which contains a spelling, grammatical, or punctuation error. You must then select the line that contains the error.

Information Ordering and Language Sequencing: These questions test for the ability to properly identify the sequence or order of events, or to organize information to fit a timeline. You will be given a brief reading passage followed by one or more questions. You must identify the proper sequence of events in order to answer one or more questions.

Problem Sensitivity and Reasoning: These questions test for the ability to apply information and to identify a problem or potential problem. For some questions, you will be given information in the form of policies, rules, regulations, or laws, which will be followed by a situation. You must then identify the problem and apply the information to select the best course of action to take. For other questions, you will be given a scenario and mock witness statements. You must use this information to answer one or more questions about the scenario.

Selective Attention: These questions test for the ability to focus on completing a task and to pay attention to important details while performing repetitive and monotonous tasks. You will be presented with a series of letters, symbols, and/or numbers. You must select the choice that contains the series of letters, symbols, and/or number that matches exactly.

Visualization: These questions test for the ability to imagine how something will look when it is moved around or when its parts are changed, moved, or rearranged. You will be presented with an image of a face followed by four images of faces. Each face is disguised or altered in some way. Three of the images have a difference in facial structure or facial features. You must select the choice that contains the image with the identical facial structure and facial features.

Spatial Orientation: These questions test for the ability to understand how to navigate within spaces or how to get from one point to another. You will be provided with a map followed by one or more questions. You must imagine yourself at a certain location and orient yourself to the direction in which you would move to get to another location by the shortest (least distance) route.

A Guide for the Written Test for Entry-Level Law Enforcement 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.

This examination is being held on a continuous recruitment basis. The written exam will be held periodically. Candidates who meet the qualifications and pass the exam will have their names placed on the eligible list in the order of final scores, regardless of the date on which they filed or took the test. Generally, the names of qualified candidates will remain on the eligible list for one (1) year. Any qualifying tests (pass/fail) will be scheduled as needed. Albany County Civil Service reserves the right to terminate this continuous recruitment program.

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

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

GENERAL INSTRUCTIONS TO APPLICANTS

Application Filing Fee Waiver for County Residents, County Employees and/or Military Veterans/Active-Duty Service Members

A maximum of two (2) application filing fees per calendar year will be waived for current legal residents of Albany County and/or current employees of Albany County government and/or a military veteran or an active-duty service member. Submission of a filing fee, even if you are eligible for a waiver, shall constitute relinquishment of the waiver and payment will be deposited. You may use any remaining waivers within the calendar year. If you have any questions regarding this policy, please email csinfo@albanycountyny.gov.

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APPLICATION PROCESS/FORMS: Submit application and credit card payment (if required – see above) 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

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 . 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 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 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.

ALBANY COUNTY IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.