

HERKIMER COUNTY DEPARTMENT OF PERSONNEL

Announces

Examination Open to the Public

SCHOOL SAFETY OFFICER

Examination Number 85483

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 Herkimer County Treasurer.

Cash accepted only if paying in person; you must have the exact dollar amount.

Personal checks will NOT be accepted.

**SALARY: \$34,512.05 per year eff. July 1, 2024/ Salary varies with each municipality
(10 month position)**

Vacancy: The eligible list established as a result of this examination will be used to fill any appropriate vacancies that exist/occur under the jurisdiction of the Herkimer County Personnel Department. At present, there is one vacancy at Herkimer BOCES.

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:

Candidates must meet the following requirements on or before the date of the written test:

EITHER:

(A) Graduation from a regionally accredited or NYS registered college or university with an Associate's Degree, **AND** one (1) year of experience as a Municipal, State, Military Police Officer, or as a Security Guard;

Or

(B) Graduation from high school or possession of a high school equivalency diploma **AND** three (3) years of experience as a Municipal, State, Military Police Officer, or as a Security Guard.

SPECIAL REQUIREMENT: Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment, to meet the transportation requirements of the job.

ANTICIPATED ELIGIBILITY for meeting education requirements:

If you expect to complete the educational requirement by May 31, 2024, you may be admitted to this examination. If successful on the examination, you will not be certified for appointment until you have submitted proof of completion of the requirements to the Herkimer County Personnel Office. Proof must be submitted by January 31, 2025; failure to do so will result in removal of your name from the eligible list.

Duties: Employees in this class are responsible for student and staff safety and to ensure that students conduct themselves in accordance with the School District's Code of Conduct, rules and policies. Those serving in this capacity shall serve in a professional manner as a role model/mentor for all students. They shall assist the school administration and staff in establishing and maintaining a safe school environment, one conducive to learning. Depending upon the location of the position, some functions of incumbents in this class will vary. Direct supervision is received in accordance with established policies and procedures. The incumbent performs related work as required

SUBJECT OF EXAMINATION

A written 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.

Principles and practices of safety and security

These questions test for a knowledge of the proper principles and practices in the field of safety and security. The questions will cover such areas as selecting the best course of action to take in a safety or security related situation.

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 online at: <https://www.cs.ny.gov/testing/testguides.cfm>.

Use of calculators is allowed.