



City of Oneida Civil Service Commission
109 N. Main Street Oneida, NY 13421

Announces an Open Competitive Exam for
Police Officer Exam# 60022820

Date of Exam: May 03, 2025

Last day to file: April 01, 2025

(Must be received by close of business NOT Postmarked)

APPLICATION FEE: The application fee for this exam has been waived.

VACANCIES: The eligible list established as a result of this examination will be used to fill any appropriate vacancies which may occur in the City of Oneida Police Department.

SALARY RANGE: \$24.50 per hour during training

\$32.98 per hour after successful completion of training

Progression through salary schedule as determined by collective bargaining agreement

RESIDENCY REQUIREMENT: All employees of the Department shall be permitted to reside within an area of twenty (20) miles of the City limits within 18 (eighteen) months from the date of appointment.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency or comparable diploma as described in Section 58 of the Civil Service Law.

SPECIAL REQUIREMENTS:

DRIVER'S LICENSE: Eligibility for a NYS Driver's License at time of application; possession of license at time of Appointment.

CITIZENSHIP: United States Citizenship is required at time of appointment. It is not necessary for admission to the examination.

BACKGROUND INVESTIGATION & ADDITIONAL SCREENINGS: Per Section 58 of NYS Civil Service Law, each candidate will be subject to a thorough background investigation in accordance with the standards of the municipal police training council (MPTC). Applicants may be required to authorize access to educational, financial, employment, criminal history, mental health records, or other records. Conviction of a felony will bar appointment. Conviction of a misdemeanor or other offense are subject to evaluation and may bar appointment. 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. Drug testing is included in the required medical exam. Applicant may be required to submit the necessary fees for the fingerprint processing.

TRAINING REQUIREMENTS: Individuals must satisfactorily complete the Basic Course for Police Officers as prescribed by the Municipal Police Training Council and required by Section 209-q of General Municipal Law within one year of appointment in order to attain permanent status in one position.

AGE: Candidates must be at least nineteen (19) years old on or before the date of the examination to take the test. Eligibility for appointment as a police officer begins when the candidate reaches the age of twenty (20). Candidates who reach their thirty-fifth (35th) birthday on or before the date of the written examination are not qualified except as follows: *

*Section 58.1(a) requires that applicants not be “more than thirty-five (35) years of age as of the date when the applicant takes the written examination...” Candidates who may be impacted by the maximum age requirement and who are requesting an alternate test date (for active military duty, Religious Accommodations, or for an alternate test date situation which meets the conditions of the agency’s alternate test date policy) to discuss their request.

Candidates may have a period of military duty or terminal leave up to seven (7) years, as defined in Section 243 (10a) of the Military Law, deducted from their age for purposes of determining whether they meet the age requirement.

DISTINGUISHING FEATURES OF THE CLASS: The work involves the responsibility for the enforcement of laws and ordinances and the protection of lives and property in the investigation of criminal offenses, traffic control and dealing with juvenile problems. Ordinarily a Police Officer, whether on patrol or on special assignment, works under the supervision or direction of a higher ranking officer. However, there is considerable independent responsibility for exercise of sound judgment in emergencies. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Patrols an assigned area on foot or in a radio car to maintain order and enforce the law;
- Checks on security of unoccupied businesses and residential property;
- Investigates suspicious activities and makes arrests for violations of Federal and State laws and local ordinances;
- Makes criminal investigations as assigned;
- Investigates reports of, and attempts to locate missing and wanted persons;
- Books prisoners on charges and escorts them to court and to jail;
- Maintains order in crowds at parades and other public gatherings;
- Provides direction and information to the public;
- Broadcasts radio messages;
- Observes and reports conditions requiring the attention of other City departments;
- Makes regular reports of activities;
- Operates radar, breath testing devices and other special equipment.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, & PERSONAL CHARACTERISTICS:

- Good social and general intelligence;
- Good powers of observation and memory;
- Working knowledge of first-aid methods;
- Ability to be courteous yet firm with the public;
- Ability to understand and carry out complex written and oral instructions;
- Ability to operate an automobile;
- Sound judgment;
- Physical strength and agility;
- Ability to acquire skill in the use of firearms;
- Physical condition commensurate with the demands of the position.

SUBJECTS OF EXAMINATION: This examination will consist of two parts- (1) A written test and (2) A physical fitness screening test.

(1) Written Test: The written test designed to evaluate knowledge, skills and/or abilities in the following areas:

USE OF CALCULATORS IS PROHIBITED

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. The rating key for this examination will be established by the New York State Civil Service Commission prior to the date of the test, upon recommendation of a committee of police experts who will review all the questions for appropriateness and the key answers for correctness. There will be no review of the questions by candidates. This committee was selected with the assistance and endorsement of the Police Conference of New York, Inc., the New York State Association of PBA's, Inc., and the New York State Association of Chiefs of Police, Inc.

TEST GUIDE: 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.

(2) PHYSICAL FITNESS SCREENING TEST: NYS Civil Service Law, Section 58 (1)(c) requires a police officer candidate to satisfy the height, weight, and physical fitness requirements prescribed by the Municipal Police Training Council, pursuant to the provisions of section 840 of the Executive Law.

AFTER obtaining a passing score on the written examination, candidates that respond positively to a canvass will be sent a notice from the City of Oneida Civil Service office to appear for a physical fitness test held and monitored by a qualified trainer designated by the Civil Service office. This exam will consist of sit-up and push-up elements which will be administered first, and a 1.5 mile run element that is to be administered only to candidates who SUCCESSFULLY complete the first two elements.

All elements of the physical fitness screening test are scored on a pass/fail basis and candidates must successfully complete each element of the test to successfully complete the test. Unsuccessful candidates may choose to appeal his or her failure. Should the candidate choose to appeal his/her failure, the candidate must submit a written appeal to the City of Oneida Civil Service Commission within 30 calendar days of the date of the initial physical fitness test. The City of Oneida Civil Service Commission will make a determination regarding a retest.

CROSSFILING/MULTIPLE EXAMS SCHEDULED FOR THE SAME DATE: If you have applied for any other civil service examinations to be given on the same test date for employment with the New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all your examinations at the State examination center by calling 518-474-1802, no later than two weeks before the test date. **If you have applied for other local government examinations, call or write to each civil service agency to make arrangements. You must make your request for these arrangements no later than two weeks before the date of the examinations. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination.**

RELIGIOUS OBSERVERS, PERSONS WITH DISABILITIES AND MILITARY PERSONNEL CALLED TO ACTIVE DUTY: If special arrangements for testing are required, indicate this on your application form. Form may be downloaded online and/or picked up at City Hall in the Civil Service Office.

VETERAN CREDITS: Non-disabled and disabled war veterans who are eligible for additional credits added to an earned passing score must submit an application for veteran's credits in conjunction with each application filed. Candidates who wish to claim veteran's credits should request an application and information sheet from this office, or from the monitor at the examination site. Completed forms, including proof of war service (Form DD-214), must be received before the eligible list for the examination is established. An applicant currently in the Armed Forces may request and receive additional credit but must meet all criteria for such credit prior to its use.

Veteran's credits can only be added to a passing score on the exam.
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CHANGE OF ADDRESS: It is the responsibility of the candidate to notify the Oneida Civil Service Commission of any change in name, telephone number, or address. No attempt will be made to locate any candidate who has moved.

ADMISSION NOTICES: You will be notified of the time and place of the examination. If you have not received your notice to appear for the written exam five (5) days before the exam date, call the Civil Service Office at 315-363-2022 or email jkaiser@oneidacityny.gov

ALTERNATE TEST DATES: Alternate Test Dates may be arranged upon review of the circumstances according to the Alternate Test date Policy established by the CS Commission. Call thirty (30) days prior to the exam concerning the terms of the policy. For a copy of the policy, call the Civil Service Office at 315-363-2022 or email jkaiser@oneidacityny.gov

The City of Oneida is an Equal Opportunity / Affirmative Action Employer

It is the policy of the City of Oneida to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, military status, genetic predisposition, carrier status, political affiliation or belief.

Applications and additional information are available in the Civil Service Office,
City Hall (2nd Floor), 109 N. Main Street, Oneida, NY 13421 315-363-2022 or
downloaded at our website www.oneidacityny.gov

Submitted by: **Jessica Kaiser,**
Executive Secretary to the Commission
Posted: 01/10/2025

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