

# CITY OF WATERTOWN, CIVIL SERVICE COMMISSION

245 Washington Street, Room 205 Watertown, New York 13601

[www.watertown-ny.gov](http://www.watertown-ny.gov)

Issued: June 18, 2025

## ANNOUNCES AN OPEN-COMPETITIVE EXAMINATION FOR **POLICE OFFICER** **EXAM #60040-200**

**FILING FEE:** \* **A NON-REFUNDABLE APPLICATION FEE OF \$25 MUST ACCOMPANY YOUR APPLICATION**\* Check or money order payable to City Comptroller accepted. Include examination number on your check. **Credit cards are accepted for online payments only.** See general instructions regarding exceptions to the fee requirement. Applicants whose personal checks are returned for insufficient funds will be charged an additional fee.

**TO BE HELD:** Saturday, **September 20, 2025**

**LAST FILING DATE:** Applications must be **received** no later than **Sunday, August 17, 2025**

**SALARY:** \$58,310 academy, \$63,958 completion of academy, \$70,596 after 1 year

**RESIDENCY REQUIREMENT:** There is no residency requirement for this examination. Preference in appointment may be given to successful candidates who are residents of the City of Watertown in accordance with Section 23.4(a) of the New York State Civil Service Law and Rule VII (1) of the Municipal Civil Service Rules for the City of Watertown. **To be eligible for appointment, an applicant must be a resident of Jefferson County or a resident of a contiguous county.**

**DUTIES:** A Police Officer is responsible for the enforcement of laws and ordinances and protection of lives and property in an assigned area during a specified period; does related work as required. The duties consist primarily of routine patrol tasks, assisting in investigation of criminal offenses and the apprehension of criminals. Ordinarily a police patrol officer, whether on patrol work 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. **A complete job description is available from the office of the Civil Service Commission.**

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma. All candidates who meet the minimum qualifications and who wish to participate in this examination are encouraged to file an application.

### **SPECIAL REQUIREMENTS:**

1. Candidates must be at least 19 years of age on or before the date of the written exam to be admitted to the test. **All candidates must provide a copy of a valid driver's license at time of application.**
2. Eligibility for appointment begins when the candidate reaches the age of 20.
3. Effective 9/1/25, Section 58.1(a) of the Civil Service Law requires that applicants not be "more than forty-three years of age as of the date when the applicant takes the written examination...". 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
4. Candidates who may be impacted by the maximum age requirement and who are requesting an alternate test date (for active military duty, Sabbath observance or for an alternate test date situation which meets the conditions of the Commission's test date policy) are advised to contact the City's Civil Service Commission at the time of application.
5. Candidates must possess a valid NYS operator's license at the time of appointment.
6. Candidates must be citizens of the United States at time of appointment.
7. Conviction of a felony **will** bar appointment; conviction of a misdemeanor or other offense is subject to evaluation and **may** bar appointment.

To learn about the selection process for Police Officer, visit the Police Department's website at [www.watertown-ny.gov/index.asp?nid=263](http://www.watertown-ny.gov/index.asp?nid=263). If you do not have access to the Internet, please contact the Civil Service Office for the information.

**BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS:** Candidates who pass the written test will be subjected to an extensive background check and must meet the physical fitness and medical standards prescribed by the Municipal Police Training Council and required by Section 209-q of General Municipal Law. Candidates must pass the written test to be eligible for the qualifying physical fitness test. The three elements measured in the qualifying physical fitness test are core body muscular endurance, upper body muscular endurance, and cardiovascular capacity. Candidates given a conditional offer of employment will be scheduled to take the required medical examination and also will be subjected to an emotional stability and psychological fitness-screening exam by a qualified professional. Drug testing is included in the required medical exam. Applicants may be required to authorize access to educational, financial, employment, criminal history, mental health records or other records. Copies of the physical fitness and medical standards are available upon request from the Watertown Civil Service Commission. Failure on any portion of the physical fitness qualifying exam will bar candidates from appointment.

**SUBJECT OF EXAMINATION:** You must pass a written test with a score of 70 or higher to be eligible for appointment. The written test is designed to test for knowledge, skills, and/or abilities in such areas as:

**1. 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.

**2. 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.

**3. 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.

**4. PROBLEM SENSITIVITY & 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, laws, 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.

**5. 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.

**6. 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.

**7. 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 you would move to get to another location in the shortest (least distance) route.

**CALCULATORS:** Use of calculators is **prohibited** for this exam.

**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.

### **GENERAL INFORMATION FOR CANDIDATES**

**HOW TO APPLY:** → Online Visit: <https://watertown-portal.mycivilservice.com/jobopps> to apply to current exams. Applicants must answer every question on the application and make sure it is complete in all respects. Incomplete applications will be disapproved. Falsification of any part of the application will result in disqualification. Education and work experience must be documented on the application regardless if the candidate has elected to attach a resume. All statements made by candidates in their applications are subject to verification. **Applications will not be accepted past the last filing date of the examination.**

**APPLICATION FEE:** \* **A NON-REFUNDABLE APPLICATION FEE OF \$25 MUST ACCOMPANY YOUR APPLICATION\*** Check or money order payable to City Comptroller accepted. Include examination number on your check. **Credit cards are accepted for online applications only.** See general instructions regarding exceptions to the fee requirement. Applicants whose personal checks are returned for insufficient funds will be charged an additional fee.

**EXCEPTIONS TO FEE REQUIREMENT:** Application fees may be waived for any candidate who is either an unemployed head of household or receiving Supplemental Security Income (SSI) or public assistance in the form of Safety Net (formerly Home Relief) or Family Assistance (formerly Aid to Dependent Children) from a state or local social service agency. Individuals wishing to claim this waiver must complete an Application Fee Waiver form available from the local Civil Service Office. Claims are subject to verification and if not supported by appropriate documentation are grounds for barring appointment.

**VETERANS' CREDIT:** Veterans or disabled veterans who are eligible for additional credit must submit an application for veterans' credit available from the Civil Service Commission. Applications for veterans' credit may be submitted with your application for examination or at any time before the new eligible list is established. Candidates currently serving in the armed forces may apply for conditional veterans' credits in examinations. Candidates who apply for such credit must provide proof of military status. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of the New York State Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions. No credit may be granted after the new eligible list is established.

**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 addition 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 the City of Watertown, please inform the Civil Service Commission at the time you submit your application.

**SPECIAL TEST DATE ACCOMMODATIONS:** Please see the last page of the application for further information.

**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.

**SABATH 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 on their application. Candidates who are called to military service after filing an application should send requests for an alternate test date to the Watertown Civil Service Commission as soon as possible before the test date.

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY (Cross Filing):** If you have applied for any other civil service examinations to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all the examinations at one test site. If you have applied for both State and local government examinations, you must take all your examinations at the State examination center. Please complete the Cross Filing form located on the City's website and submit it with your application include all exams for which you have applied and at which agency you wish to take the exams. Your request must be received by this office no later than three (3) weeks before the date of the examinations. Requests received less than three (3) weeks before the date of the examinations will NOT be honored.

**ADMISSION TO EXAMINATION:** The Watertown Civil Service Commission does not acknowledge receipt of applications but all applicants are notified of the disposition of their application. Approved candidates will be notified at least five days in advance of the examination of the place, date and hour of the examination. **Applicants who have not received notice by this deadline should contact the Civil Service commission.**

**ELIGIBLE LIST:** The duration of the eligible list may be fixed for a minimum period of one (1) year up to a maximum period of four (4) years. As employment opportunities arise, appointments from the eligible list will be made from the top three candidates willing to accept appointment.

**CONTACT THIS OFFICE AT 315-785-7733 WITH ANY QUESTIONS. BE SURE TO FILE YOUR APPLICATION PROMPTLY.**

THIS ANNOUNCEMENT IS AVAILABLE ON THE INTERNET AT: <https://watertown-portal.mycivilservice.com/exams>

## **CHECKLIST**

**Do not submit your application unless you have done the following:**

### **HAVE YOU:**

- ☒ Reviewed your application to be sure it is complete? (incomplete applications will not be accepted)
- ☒ **Included a copy of your drivers' license? (applications will not be accepted unless a drivers' license with picture ID is included )**
- ☒ Completed the "Cross-Filer" form if you are taking exams on the same date but with a different Civil Service agency?
- ☒ Completed the application for **Veterans' Credit**, had it notarized, and provided a copy of your DD-214 (Member 4) form?

All required forms are available at <https://watertown-portal.mycivilservice.com/forms> or at the Civil Service Office, 245 Washington Street, Watertown, NY.