

CITY OF WATERTOWN, CIVIL SERVICE COMMISSION

245 Washington Street, Room 205 Watertown, New York 13601

www.watertown-ny.gov

Issued: August 11, 2025

ANNOUNCES A PROMOTIONAL EXAMINATION FOR **POLICE LIEUTENANT** EXAM #70079-670

FILING FEE: * **A NON-REFUNDABLE APPLICATION FEE OF \$15 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, **October 18, 2025**

LAST FILING DATE: Applications must be **received** no later than **Sunday, September 14, 2024**

SALARY: **\$93,983 - \$126,777**

MINIMUM QUALIFICATIONS: You must meet the minimum qualifications as written.

For Exam: Candidate must hold the position of Police Sergeant on or before the date of the written exam.

For Appointment: Candidate must have eight (8) years of full-time experience as a sworn officer with the Watertown City Police Department; two (2) of which must have been as a Police Sergeant.

SENIORITY: Points will be added to an eligible score as follows:

- Less than one year seniority 0 points
- One year up to six years 1 point
- Over 6 years up to 11 years 2 points
- Over 11 years up to 16 years 3 points
- Over 16 years up to 21 years 4 points
- Over 21 years up to 26 years 5 points

DUTIES: This is an important law enforcement position involving supervision of police activities according to established procedures and policies outlined by a superior officer. Responsibility is involved for assigning duties to Police Officers, evaluating their work performance, and instructing them in new and approved police methods. Work is performed under general supervision of a Captain or other higher-ranking officer. The incumbent does related work as required.

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. 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.

2. 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.

3. Preparing written material in a police setting – These questions test for the ability to prepare the types of reports and communications that police personnel write. The content is appropriate for the ranks/levels being tested. 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 for the sentences.

4. 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.

5. Planning, supervising and administering police programs and activities: These questions test for knowledge of the principles and practices involved in managing an organizational segment of a police department in New York State and directing the activities of subordinate staff, including subordinate supervisors. These questions cover such areas as planning, controlling, directing, organizing, and coordinating the activities of the organizational section. Questions also cover the personal interactions between an upper-level supervisor and subordinate supervisors in the accomplishment of objectives and deal with issues of work assignments, job performance, and training.

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

A Guide for the Written Test for Second- and Third-Line Police Supervisors 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://watertownportal.mycivilservice.com/exams> to apply to current exams. Applicants can also apply within the Civil Service Office at 245 Washington Street, Watertown, NY 13601. 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 \$15 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. 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.

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>