

**WARREN COUNTY DEPARTMENT OF HUMAN RESOURCES
CIVIL SERVICE ADMINISTRATION
Announces
OPEN COMPETITIVE EXAMINATION
For
PATROL OFFICER**

**LAST FILING DATE: September 10, 2026
EXAMINATION DATE: October 17, 2026**

**EXAM NUMBER: 60065260
CALCULATORS: PROHIBITED**

**NON-REFUNDABLE \$15.00 APPLICATION FEE REQUIRED
CHECK OR MONEY ORDER ONLY – NO CASH; Payable to Warren County Treasurer
Fee Waiver Available to Qualifying Applicants**

LOCATION/VACANCIES: This examination is being held to establish an eligible list to be used as vacancies may exist or occur in the office of the Warren County Sheriff during the life of the eligible list.

CONTINUOUS RECRUITMENT/ELIGIBLE LISTS: 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 a minimum of 1 year. Warren County Human Resources reserves the right to terminate this special recruitment program.

SALARY: \$57,794 (2026 Base Salary)

RESIDENCY: Candidates must have been legal residents of Warren County or a contiguous county (Essex, Hamilton, Saratoga or Washington) for at least four months immediately preceding the date of the written exam. Preference in appointment may be given to candidates who meet residency requirement in accordance with Civil Service Law and Rules.

DUTIES: The work involves responsibility for the enforcement of laws, ordinances and protection of lives and property. These duties consist primarily of routine foot or car patrol tasks, assisting in criminal investigations and the apprehension of criminals. Work assignments are performed under the supervision of a higher-ranking officer; however, with leeway provided for exercise of sound judgment in emergencies or life-threatening situations. Does related work as required.

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

SPECIAL REQUIREMENTS:

Proof of Identity and Age: All candidates must submit a copy of one of the following with their application for verification of identity and age: a driver's license, birth certificate, or passport.

Age: Candidates must be at least 19 years of age on or before **October 17, 2026**, to be admitted to the written test.** Eligibility for appointment as a police officer begins when the candidate reaches age 20. Candidates who reach their 43rd birthday on or before the date of the written examination (**10/17/2026**) 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.

*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 who may be impacted by the maximum age requirement and who are requesting an alternate test

date (for active military duty, religious observance or for an alternate test date situation which meets the conditions of the agency's alternate test date policy) are advised to contact Warren County Civil Service Administration 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.

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

Driver's License: Candidates must possess a valid New York State Operator's license at the time of appointment and must maintain such license throughout the tenure of employment in the position.

Training Requirements: Appointed candidates must satisfactorily complete the Basic Course for Police Officers as prescribed by the Municipal Police Training Council within the time prescribed in NYS law and regulations.

Important Information about the Professional Policing Act of 2021:

Under the provisions of the Professional Policing Act of 2021, New York State Title 9 NYCRR Part 6000 and Title 9 NYCRR Part 6056 were amended to prescribe minimum training, background, and character standards for appointment of persons to police officer positions. Under the provisions of Part 6000 and Part 6056, applicants may be determined to lack good moral character if:

1. You were previously appointed as a police officer in New York State, were removed from said employment for cause, had your training certificate permanently invalidated by the NYS Division of Criminal Justice Services and are listed on their decertification index;
https://www.criminaljustice.ny.gov/Officer_Decertification.htm
2. You are listed on the National Decertification Index after having been decertified as a police officer in any state other than New York State;
3. Within 3 years from the date of application, you:
 - a. Engaged in criminal activity, whether criminally charged or prosecuted, regardless of where the act took place, if said conduct would constitute an offense in New York, which is defined as:
 - (i) Any felony offense;
 - (ii) Any sex offense or sexually violent offense as defined in article 6C of the Correction Law;
 - (iii) All serious offenses defined in subdivision 17 of section 265 of the Penal Law;
 - (iv) Crimes involving official misconduct and obstruction of public servants as defined in article 195 of the Penal Law; crimes involving bribery of a public servant as defined in article 200 of the Penal Law; crimes involving perjury as defined in article 210 of the Penal Law; and/or crimes relating to judicial proceedings as defined in article 215 of the Penal Law;
 - (v) Crimes involving forgery as defined in article 170 of the Penal Law; crimes involving false written statements as defined in article 175 of the Penal Law; crimes involving fraud as defined in article 190 of the Penal Law;
 - (vi) Crimes involving assault and menacing as defined in article 120 of the Penal Law; crimes involving obscenity as defined in article 235 of the Penal Law; crimes against public sensibilities as defined in article 245 of the Penal Law; or crimes against public order as defined in article 240 of the Penal Law.
4. Engaged in the unlawful use of any controlled substances.
5. Made false statement(s) or engaged in conduct that subverts or attempts to subvert the police employment application process.
6. Received a dishonorable discharge from any of the Armed Forces of the United States which has not been adjusted under the terms of the New York State Restoration of Honor Act.

SUBJECTS OF WRITTEN EXAM: There will be a written test which you must pass in order to be considered for appointment. The test is designed to evaluate knowledge, skills and/or abilities in the following areas:

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.

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 who do not have access to a computer or the internet may request a copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

Note: CALCULATORS ARE PROHIBITED FOR THIS EXAM. No books or reference material will be allowed into the exam site. Cell phones are PROHIBITED.

PHYSICAL FITNESS, MEDICAL, PSYCHOLOGICAL and INVESTIGATIVE STANDARDS: Qualifying physical fitness screening test, medical, psychological and investigative standards are prescribed by the Municipal Police Training Counsel (MPTC). Medical and psychological standards must be met by candidates upon a conditional offer of employment. The MPTC standards are available from Warren County Civil Service upon request.

QUALIFYING PHYSICAL FITNESS TEST: Qualified applicants are encouraged to maintain good physical fitness practices as they will be called to a physical fitness test on an as-needed basis. The elements measured in the

current MPTC qualifying physical fitness test standards are listed below:

Sit-Up: Muscular Endurance (core body) - The score indicated below is for the number of bent-leg sit-ups to be performed in one minute.

Push-Up: Muscular Endurance (upper body) - The score indicated below is for the number of full-body repetitions that a candidate must complete without breaks.

1.5 Mile Run: Cardiovascular Activity – The (time) score indicated below is calculated in minutes:seconds.

	Age	Sit Up	Push Up	1.5 Mile Run
Males	20-29	38	29	12:38
	30-39	35	24	12:58
	40-49	29	18	13:50
	50-59	24	13	15:06
	60+	19	10	16:46

	Age	Sit Up	Push Up	1.5 Mile Run
Females	20-29	32	15	14:50
	30-39	25	11	15:43
	40-49	20	9	16:31
	50-59	14	N/A	18:18
	60+	6	N/A	20:16

Retest Policy: Candidates who fail their initial physical fitness test may be given an opportunity for ONE retest, but only on an as needed basis. A retest is not guaranteed and may be scheduled at the convenience of the County and other involved agencies.

Note: Failure to appear for a scheduled physical fitness test will be considered an unqualified declination and the name of the candidate may be removed from further consideration. Also, candidates may be required to sign a waiver or provide a doctor's release note in order to participate in the physical fitness test.

Note: The qualifying physical fitness test may be considered to be valid for one (1) year, regardless of the length of validity of the eligible list. Therefore, candidates may be required to participate in the Physical Fitness test more than once if they have not earned appointment within one (1) year from the date of a Physical Fitness Test.

INVESTIGATIVE SCREENING: As stated in Section 58 of the Civil Service Law, there will be a background investigation conducted in accordance with the standards of the municipal police training council (MPTC). Derogatory information will be evaluated and may result in disqualification. All convictions must be reported. Conviction of a felony or misdemeanor, or any falsified or omitted information, may bar appointment or result in removal after appointment, depending upon the relationship of the violation or omission to the duties of the position.

PSYCHOLOGICAL EVALUATION: As stated in Section 58 of the Civil Service Law, you will be required to participate in a psychological evaluation to determine your fitness to perform the essential duties of the position prior to appointment. Failure to meet the standards may result in your offer of employment being rescinded or in your disqualification. An eligible will be called for a psychological assessment as needed to fill existing and anticipated vacancies

OTHER ADDITIONAL SCREENINGS: Candidates will be subject to a pre-employment background investigation and screening. Applicants may be required to authorize access to educational, financial, employment, mental health, criminal history or other records. At the discretion of the appointing authority, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to fingerprinting and polygraph. Drug testing is included in the required medical exam. Applicants may be responsible for any necessary fees for fingerprinting processing.

HOW TO APPLY: Applications and information may be obtained from the Warren County Human Resources - Civil Service Administration, or from the web site: <https://warrencountyny.gov/jobs>. Application/exam fee must be submitted to the Warren County Civil Service Administration before the close of business at 4:00p.m. on the last filing date listed on the Examination Announcement. Applications received via U.S. Mail will be accepted only if postmarked on or before the last filing date. You are responsible for completing ALL sections of the

official application. To receive credit for experience on a job, basic information such as address, name and title of supervisor, hours in the work week, final salary, etc. must be shown. Ambiguity and vagueness WILL NOT be resolved in your favor.

APPLICATION FEE: An application processing fee as specified on this announcement must accompany the application. CHECK OR MONEY ORDER ONLY must be payable to WARREN COUNTY TREASURER. DO NOT SEND CASH. You must list the exam number on the check or money order. You are responsible for comparing your qualifications with the minimum qualifications posted on this examination announcement. There will be no refunds if your application is disapproved.

APPLICATION FOR FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving supplemental security income payments, or public assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete the exam fee waiver and certification section on the application.

VETERAN'S CREDITS: Veterans or disabled veterans who may be eligible for additional credits must check the appropriate areas on the application and also submit a separate application for veteran's credits and supporting documentation. Applications and information on veteran's credits may be obtained from the Warren County Human Resources - Civil Service Administration at <https://warrencountyny.gov/jobs>.

TESTING ACCOMMODATIONS: Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and candidates with a disability who require reasonable accommodations to take the test must clearly 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 our office as soon as possible before the test date. Military service members who apply for an examination during the filing period but are on active military duty on the date the examination is scheduled may request a military make-up examination. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the test date. You must submit with your application the type of special arrangements or reasonable accommodation requested accompanied by all supporting documentation.

MULTIPLE EXAMS SCHEDULED FOR THE SAME DATE: If you have applied with any other local Civil Service agency for any other examination held on the same day, you must complete and submit a Warren County Cross-filer form, which is available at <https://warrencountyny.gov/jobs>. Also, you must make arrangements with each agency to take all your examinations at one test site no later than two weeks before the test date. If you have applied for both State and Local examinations, you must make arrangements with this agency to take all your examinations at a State examination center no later than two weeks before the test date. If you have questions please contact Warren County Civil Service at (518) 761-6440.

GENERAL INSTRUCTIONS AND INFORMATION

1. Application may be made using the Warren County Application for Examination or Employment Form, available at <https://warrencountyny.gov/jobs> or by contacting Warren County Civil Service at 518-761-6440.
2. Applicants must submit a complete application with regard to meeting the minimum qualifications and requirements for this examination. Incomplete applications will be disapproved. There will be no refund of the application fee should your application be disapproved.
3. Falsification of any part of the "Application for Examination or Employment" may result in disqualification and possible legal action. All statements made by applicants may be subject to verification.
4. Applicants seeking an alternate test date must submit an alternate test date form available at: <https://warrencountyny.gov/jobs> and supporting documentation along with your examination application.
5. For further information on veterans' credits eligibility, go to <https://warrencountyny.gov/jobs> or call 518-761-6440.

6. Eligible candidates will be notified of when and where to appear for the scheduled exam. If an application is rejected, due notice will be sent to the applicant.
 7. Unless otherwise noted, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited.
 8. This examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of exams will apply to this examination.
 9. The eligible list established as a result of this examination will remain in force for at least one (1) year and may be extended by the Personnel Officer for a maximum of four (4) years. Changing conditions may make it necessary to certify future vacancies at higher or lower salaries than those announced.
 10. Unless otherwise specified, the final rank order of the eligible list established as a result of the exam will be determined on the basis of the scores received on the written test, plus veterans and seniority credits where appropriate.
 11. Candidates who fail the examination, or who fail to appear for the examination as scheduled, will be eliminated from further consideration.
 12. It is the responsibility of the candidate to notify the Warren County Department of Civil Service of any change in name and/or address. A Change of Address form can be found at <https://warrencountyny.gov/jobs>.
 13. 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/or other records check as part of such investigation. Applicants may be required to submit the necessary fees for the fingerprint processing, where required. Failure to meet the standards of investigation may result in disqualification.
 14. Pursuant to Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty are entitled to receive ten additional credits on an exam which may result in an original appointment in the municipality where the deceased parent served. Candidates eligible for additional credit should indicate this on their exam application.
 15. EVALUATION OF POST-SECONDARY EDUCATION: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee. Where a degree is required for minimum qualification, do not send transcript unless required on this announcement.
 16. 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.
 17. *PUBLIC SERVICE LOAN FORGIVENESS*: College graduates with student loans may be eligible to have part of their loan paid for after being employed in a full-time position at Warren County. Additional information is available at <https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service>.
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ISSUED: 7/20/2026

Jackie Figueroa
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Warren County is an Equal Opportunity/Affirmative Action Employer

View all examination announcements online at: www.warrencountyny.gov/jobs