



**RENSSELAER COUNTY
CIVIL SERVICE COMMISSION
Opportunities in the Public Service
PROMOTIONAL EXAMINATION**

ACCEPTING ONLINE APPLICATIONS ONLY

Click [here](#) or visit <https://renesco-portal.mycivilservice.com> to apply online.

EXAM NUMBER: **70027270**

EXAM TITLE: **PUBLIC SAFETY SHIFT SERGEANT**

EXAM DATE: **MARCH 28, 2026**

LAST FILING DATE: **FEBURARY 20, 2026**

**NON-REFUNDABLE \$20.00 APPLICATION FILING FEE MUST ACCOMPANY EACH APPLICATION.
APPLICATIONS SUBMITTED ONLINE MUST BE PAID BY CREDIT CARD AT TIME OF FILING.**

PUBLIC SAFETY SHIFT SERGEANT, Hudson Valley Community College. The resulting eligible list will be used to fill vacancies as they occur.

SALARY: \$61,656.00

GRADE: N/A

RESIDENCY REQUIREMENTS: Candidates must have been legal residents of New York State for at least FOUR months immediately preceding the date of the test. Pursuant to subdivision 4a of Sec. 23 of the Civil Service Law, preference may be given to successful candidates who have been legal residents of the municipality to which the appointment is to be made for at least FOUR months preceding the date of the written test.

TYPICAL WORK ACTIVITIES:

- Enforces the Laws of the State of New York;
- Assists in the implementation and coordination of Public Safety policies, trainings, protocols and procedures to protect people and property, maintain order and ensure compliance with college rules and regulations;
- Supervises, schedules and assigns Campus Peace Officers, Campus Security Officers and Security Guards to various duties/incidents/areas during the course of the shift including but not limited to special events on campus, complaints and motor vehicle accidents on campus;
- Insures that all records, reports and related documentation is accurate and appropriately completed for each shift supervised.
- Patrol the campus on foot or in a patrol vehicle to ensure the safety and security of all campus buildings, grounds, visitors and employees;
- May summon local police, fire departments and ambulance services in cases of law violation, fire or other emergency;
- Investigate complaints received personally or as assigned by the supervisor;
- Enforce traffic and parking regulations including but not limited to control and traffic direction on campus roadways and parking lots;
- Enforce compliance with fire and safety regulations;
- Respond to medical emergencies and provide assistance based on level of training;
- Give information and directions to students and visitors;
- Operate radio, telephone, computer and other dispatching equipment;
- Performs other duties as assigned by the Director of Public Safety.

MINIMUM QUALIFICATIONS: Candidates must have one (1) year of permanent or contingent permanent competitive class status in the position of Campus Peace Officer; or two (2) years of permanent or contingent permanent competitive class status in the position of Campus Security Officer /Campus Security and Access Officer with Hudson Valley Community College immediately preceding the date of examination.

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS: Eligibility for a New York State driver's license issued by the New York State Department of Motor Vehicles. Possession of the license at time of appointment and license must be maintained throughout the term of employment.

SUBJECT OF EXAMINATION: A test designed to evaluate knowledge, skills and /or abilities in the following areas.

Ensuring effective inter/intra agency communications- These questions test for understanding of techniques for interacting effectively with individuals and agencies, to educate and inform them about topics of concern, to clarify agency programs or policies, to negotiate conflicts or resolve complaints, and to represent one's agency or program in a manner in keeping with good

public relations practices. Questions may also cover interacting with the staff of one's own agency and/or that of other agencies in cooperative efforts of public outreach or service.

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.

Understanding and interpreting written material- These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions **only** on what is presented in the passages and **not** on what you may happen to know about the topic.

Safety and security methods and procedures- These questions will test for knowledge of the methods and procedures utilized in safety and security. The questions will cover such areas as principles and practices of safety and security precautions in a building or grounds setting, accident prevention, proper response to safety or security related incidents, the investigation of incidents, and the inspection of buildings or grounds for potential safety and/or security problems.

Administrative techniques and practices- These questions test for a knowledge of management techniques and practices used in directing or assisting in directing a program component or an organizational segment. Questions cover such areas as interpreting policies, making decisions based on the context of the position in the organization, coordinating programs or projects, communicating with employees or the public, planning employee training, and researching and evaluating areas of concern.

Supervision- These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

THE USE OF CALCULATORS IS ALLOWED.

A Guide for the Written Test for **Safety and Security** 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

1. Each candidate must complete an application form and file it with the Rensselaer County Civil Service Commission, County Office Building, 99 Troy Road, East Greenbush, New York 12061. Applications should be filed as soon as possible after the announcement of the examination. Applications must be submitted online using the Civil Service Portal located on the Rensselaer County website at www.renscoco.com. **BE SURE EVERY QUESTION IS ANSWERED. SUBMISSION OF A RESUME INSTEAD OF A COMPLETED APPLICATION IS UNACCEPTABLE. AN INCOMPLETE APPLICATION MAY BE DISAPPROVED. APPLICATIONS WILL NOT BE ACCEPTED AFTER THE LAST FILING DATE.** Please contact our office if you are unable to complete the online application process.
2. Accepted candidates will be notified by email when and where to appear for examination. No one will be admitted to the examination without the official admission notice. If an application is rejected, you will be notified in writing. The Civil Service Commission does not make formal acknowledgment of receipt of an application. **Email the Civil Service Office if you have not received your notice three (3) days prior to the date of examination. Send emails to: civilservice@renscoco.gov.**
3. Unless otherwise stated, all candidates are required to be legal residents of Rensselaer County for four (4) months immediately preceding the date of examination. Appointing authorities may give preference to legal residents of their jurisdiction. (Candidates who are not residents of Rensselaer County but live within the geographical boundaries of a governmental agency under the jurisdiction of the Rensselaer County Civil Service Commission will be considered residents for examinations held to fill positions in that governmental agency.)
4. **SENIORITY CREDITS-(PROMOTIONAL EXAMS ONLY)** will be added to an eligible score as follows: Using as a basis six (6) months of continuous permanent or contingent permanent service in the jurisdiction for which the eligible list is being established as an equivalent to 0.1. No seniority credit will be allowed for service in excess of twenty (20) years.
5. For purposes of claiming veterans credits on a Civil Service examination, an applicant must have received an honorable discharge and have served in the armed forces of the United States at any time during the following periods:

December 7, 1941 to December 31, 1946
June 27, 1950 to January 31, 1955
December 22, 1961 to May 7, 1975
August 2, 1990 to end of such hostilities

June 1, 1983 to December 1, 1987*
October 23, 1983 to November 21, 1983
December 20, 1989 to January 31, 1990*

*Credit for Lebanon, Grenada and Panama will be limited to those who receive the armed forces expeditionary medal, the navy expeditionary medal or the Marine Corps expeditionary medal. Veterans wishing to claim additional credit on the examination must make claim when filing application. All veterans making application for additional credit must file a Photostat copy of their discharge papers with applications. A candidate who fails to establish, by appropriate documentary proof, his eligibility to receive additional credit by the time an eligible list is established, shall **not**, thereafter be granted additional credit on such eligible list.

Effective January 1, 1998, the State constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examination. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to prove appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of the Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

6. 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 additional ten (10) points in a competitive examination for original appointments 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 this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two (2) months from application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.
7. This written examination is 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 and review of examinations will apply. **VERIFICATION OF QUALIFICATIONS** may be investigated and candidates may be called for an interview to determine whether they are qualified for appointment. You may be required to take a medical examination to determine if you are medically and physically capable of performing the duties of the position.
8. Eligible lists will be established in order of final rating for successful candidates and will be established for a period of four (4) years or until the establishment of an appropriate new list.
9. **NOTICE TO CANDIDATES:** Unless otherwise notified, candidates are permitted to use quiet, hand-held solar or battery powered calculators. Cell phone calculators are not permitted. Devices with typewriter keyboards, spell-check, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited.
10. **APPLICATION FEE:** A **non-refundable** fee of \$20.00 is required for each separately numbered examination for which you apply. Certain examinations will require a \$30.00 filing fee. **The required examination fee listed on pg.1 of this announcement must be paid online at time of filing each application.** As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.
11. **APPLICATION 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, you must complete a "Request for Application Fee Waiver and Certification" form **and provide the required documents with your application** by the application deadline as listed on the Examination announcement. The Examination Fee Waiver Request and Certification Form is available at time of submitting your online application. Application Fee Waiver and Certification Forms **WILL NOT** be accepted after the last filing date of an examination or without the required documentation.
12. **ELIGIBILITY, ANTICIPATED:** If the minimum qualifications require a degree in education and/or experience/licensure/certification, the following statements shall pertain to this exam announcement: if you expect to complete the educational requirement within 12 months or the experience requirement within 6 months from the date of the examination date on the reverse side of this examination announcement, you can be admitted to this examination on a conditional basis. If successful on the examination, you will not be certified for appointment until you have submitted proof of completion of the announced requirements to the Rensselaer County Civil Service office. In the case of anticipated education degree, proof must be submitted within 3 months following award of degree; failure to do so will result in removal of your name from the, eligible list. In the case of anticipated experience, your name will not be certified until you obtain and show proof of the necessary experience. In the case of licensure/certification, if you are eligible for the required licensure/certification you can be admitted to the examination. If successful on the examination, you will not be certified for permanent appointment until you have submitted proof of possession of the required licensure/certificate to the Rensselaer County Civil Service office.
13. **Religious Accommodations:** Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, check the appropriate box under "Religious Accommodations" on your application. We will make arrangements for you to take the test on a different date.

RENSSELAER COUNTY CIVIL SERVICE COMMISSION IS AN EQUAL OPPORTUNITY EMPLOYER.

