



MUNICIPAL CIVIL SERVICE COMMISSION

“Personnel Chosen for Merit in Fair Competition”

City of Port Jervis, New York

City Hall, P.O. Box 1002, 20 Hammond Street,

Port Jervis, New York 12771

(845) 858-4052

[pjsc@portjervisny.gov](mailto:pjcsc@portjervisny.gov)

COMMISSIONERS

Yvonne Duryea, Chairperson

Nina N. Balsamo

Lisa Perkowski

EXAMINATION ANNOUNCEMENT

POLICE SERGEANT #70029990

PROMOTIONAL

EXAMINATION DATE: **JUNE 13, 2026**

LAST FILING DATE: **MAY 13, 2026**

APPLICATIONS MUST BE POSTMARKED NO LATER THAN 5/13/2026

A \$35.00 non-refundable application fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. Send a personal check or money order payable to the **CITY OF PORT JERVIS. Do not send cash!** Write the examination number(s) and the applicant's name and on the personal check or money order.

Location of Positions: Port Jervis Police Department

The eligible list resulting from this examination will be used to fill vacancies and any other appropriate full-time vacancies which may occur during the life of the list.

Salary range: \$116,607 – \$125,577

There are no residence requirements to compete in this examination.

DISTINGUISHED FEATURES: This is routine supervisory police work involving responsibility for seeing that police activities are carried out in accordance with established law, rules, regulations, policies and procedures. Supervision is exercised over the activities of patrolmen through inspections and the assignment of duties.

MINIMUM QUALIFICATIONS: On or before date of the examination, candidates must be permanently employed in the competitive class in the Port Jervis Police Department and must have served on a permanent basis for Two (2) years as a City of Port Jervis Police Officer.

The use of Calculators is prohibited during the administration of this examination.

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

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. **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.
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. **Preparing written material in a police setting**
These questions test for the ability to prepare the types of reports that police personnel write. 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 of the sentences.

A Guide to the Written Test for “Police Supervisors/Investigators” is available at the New York State web site: www.cs.ny.gov/testing/localtestguides.cfm . Candidates not having access to a computer or the internet may request a copy of this test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

SENIORITY CREDITS: 0.4 points will be added to a passing score for each year of continuous permanent competitive class service in the jurisdiction in which promotion is sought, up to a maximum of 20 years. Such service must continue to the date of appointment.

CROSSFILING: If you have applied for both State and local government examinations, you must take all your examinations at the State examination center. You will be advised by letter when and where to report for your examinations. Please notify all Commission or Personnel offices of what examinations you applied for on that said date.

VETERAN'S CREDIT: Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credits with their application for examination or at any time between the dates of application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office.

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 examinations. 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 provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of 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.

GENERAL INFORMATION/INSTRUCTIONS: Application forms may be obtained at the **PORT JERVIS CIVIL SERVICE COMMISSION OFFICE**, Tuesday through Thursday from 10:00 a.m. until 2:00 p.m., the **CITY CLERKS OFFICE**, 9:00 a.m. to 4:00 p.m. or by sending a stamped, self-addressed legal-size envelope to the **PORT JERVIS CIVIL SERVICE COMMISSION, 14-20 Hammond Street, P.O. BOX 1002, PORT JERVIS, NY 12771**. Applications received/postmarked after the filing deadline will not be accepted. The applicant should make sure EVERY question on the application is answered, and the application is complete in all respects. All statements made by candidates in their application are subject to verification. This department does not know receipt of applications. Candidates will be notified of the disposition of their applications. The Port Jervis Civil Service Commission does not acknowledge receipt of applications and does not accept responsibility for non-delivery or postal delay.

ALTERNATE TEST DATE: If an emergency prevents you from appearing for the examination, please notify this office no later than 1:00 p.m. on the Tuesday following the test date providing verifiable documentation of the reason. A determination will be made by the Commission if you will be scheduled for an alternate test date.

If you have not received a notice to appear for the examination three (3) days before the test date, call the PORT JERVIS CIVIL SERVICE COMMISSION (845) 858-4052 Thursday between 10:00 a.m. and 2:00 p.m.

ISSUE DATE: April 1, 2026

Nina N. Balsamo
Port Jervis CS Commissioner