



Village of Watkins Glen  
303 N. Franklin Street  
Watkins Glen, NY 14891  
607-535-2736

Job Opening  
**Police Officer (Part-Time)**  
Village of Watkins Glen

**LAST DATE TO FILE:** Applications accepted until vacancy is filled. **SALARY:** \$23.69/hr.

**HOW TO APPLY:** Interested candidates must submit an original Civil Service “*Application for Employment and/or Examination*” to the **Schuyler County Civil Service Office**.

Applications can be submitted via mail (105 Ninth St., Unit 21, Watkins Glen, NY 14891), email ([civilservice@co.schuyler.ny.us](mailto:civilservice@co.schuyler.ny.us)), fax (607-535-8193), or drop off box located outside of the County building or you can visit the office directly. Any questions feel free to call 607-535-8190.

**VACANCY:** At the present time, there are several part time openings with the Village of Watkins Glen. This is a competitive title; therefore, you will need to take an exam at a later date and be reachable on the list to gain permanency in the title.

**RESIDENCY REQUIREMENT:** Candidates must have been **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of application.

**DISTINGUISHING FEATURES OF THE CLASS:** The work involves responsibility for the protection of lives and property and the enforcement of laws and ordinances within the Village or County. On an assigned shift an incumbent assist in the investigation of offenses and the apprehension of violators, conducting routine patrol operations in accordance with standard departmental operating procedures. The work is performed under the general supervision of a higher-ranking officer who gives specific instructions and assistance when special problems arise. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Patrols a specific district or beat on foot, on a motorcycle, or in a radio cruising car; Checks doors and windows of unoccupied businesses and residential property; Checks prisoners in cellblock; Investigates suspicious activities and makes arrests for violations of federal and state laws and local ordinances; Escorts prisoners to jail and to court and has them booked on charges; Enters criminal charges in arrest book; Watches for and makes investigation of wanted and missing persons and stolen cars and property; Directs traffic and tickets cars for overtime parking;

Maintains order in crowds and attends parades and other public gatherings; Reports serious defects in streets and in related matters requiring the attention of the Public Works Department; Broadcasts radio messages, takes messages and answers telephone; Maintains files and records of police activities; Dispatches patrol cars when on desk duty; Makes daily reports of activities; Takes, classifies and files fingerprints and photographs.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of modern principles, practices and techniques of law enforcement; Good knowledge of the New York State Penal Law, Vehicle and Traffic Law, Criminal Procedures Law and other applicable laws, regulations and ordinances; Good knowledge of the local geography; Good knowledge of the operation of radio equipment; Skill in the use of firearms; Ability to acquire skill in the use of special equipment including radar and breathalyzers, Skill in the operation of a patrol car; Ability to apply first aid; Ability to deal firmly yet courteously with the public; Good powers of observation; Ability to follow and communicate written and oral directions; Sound judgment; Tact; Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma.

**SPECIAL REQUIREMENTS:**

**Age:** Candidates must be at least 19 years of age on or before date of written examination. Candidates must be 20 years of age as of the date of appointment. Candidates must be no more than 35 years of age on the date of the written exam.

**Driver's License:** Candidates must possess a valid New York State Operator's License and a good driving record at the time of appointment.

**Citizenship:** United States citizenship is required at the time of appointment.

**NOTE:** Conviction of a felony will bar appointment and conviction of a misdemeanor or other offenses may bar appointment.

In order to be eligible for appointment candidate must meet all the current requirements of Section 58 of the Civil Service Law.

Applications and announcements are available at [www.schuylercounty.us](http://www.schuylercounty.us) or the Schuyler County Civil Service Office 105 Ninth St., Unit 21, Watkins Glen, NY 14891

**Date Issued: February 4, 2022, Updated March 21, 2024**