



# Law Enforcement Career Information

- U.S. Customs and Border Protection  
Protection Officer  
Agriculture Specialist
- Bureau of Alcohol, Tobacco and Firearms  
Criminal Investigator  
Industry Operations Investigator
- FBI Special Agent
- Central Intelligence Agency
- U.S. Military Police
- NYS Environmental Conservation Officer
- NYS Forest Ranger
- NYS Park Police
- NYS Trooper
- NYS Police Forensic Investigation Officer
- NYS University Police Officer
- NYS Correction Officer
- Schoharie County Deputy Sheriff
- Schoharie County Probation Officer
- Local Law Enforcement Police Officer

***SUNY Cobleskill Career Development Center***

# **BUREAU OF ALCOHOL, TOBACCO, FIREARMS AND EXPLOSIVES CRIMINAL INVESTIGATOR (SPECIAL AGENT), Grade 5**

**ORGANIZATION'S NAME:** U.S. Department of Justice  
Bureau of Alcohol, Tobacco, Firearms and Explosives

**JOB DUTIES:** Highly trained special agents are responsible for investigating violations of Federal law relating to firearms, explosives, arson and alcohol and tobacco diversion. These investigations involve surveillance, interviewing suspects and witnesses, making arrests, obtaining and executing search warrants, and searching for physical evidence.

**EDUCATION REQUIREMENTS:** A bachelor's degree from an accredited college or university OR three years of general experience, one of which was equivalent to at least the grade 4 OR a combination of education and experience. Education is credited on the basis of 30 semester hours or 45 quarter hours of undergraduate work which is equivalent to 9 months of work experience.

**APPLICATION PROCESS:** All applicants must take and pass the ATF Treasury Enforcement Agent (TEA) examination and the ATF special agent applicant assessment to be eligible for further consideration for agent positions. Applicants must meet basic qualifications. Applications for position openings or testing opportunities will only be accepted in response to a specific ATF job notice or vacancy announcement.

**SALARY & BENEFITS:** Base annual salary range for year 2007 was \$31,601 (Grade 5, Step 1). Base salary will depend upon grade qualifications. Annual leave (vacation time) is earned at the rate of 13-26 days per year. Sick leave is earned at the rate of 13 days per year and may be accumulated without limit. 10 paid holidays. Low cost health insurance with the option to choose from a variety of plans. Low cost life insurance. Federal Employee Retirement System (FERS) benefits. Special agents may retire at 50 with 20 years of service. Tax-deferred Thrift Savings Plan (TSP). Health improvement (physical fitness) program.

**PREFERRED QUALITIES:** Special agents must be tough – both physically and mentally. They must also be able to handle rigorous training, personal risks, irregular hours, and extensive travel. Special agents are subject to reassignment to any ATF office in the United States.

**WEBSITE:** [http://www.atf.gov/jobs/sa\\_faq.htm](http://www.atf.gov/jobs/sa_faq.htm)

# BUREAU OF ALCOHOL, TOBACCO, FIREARMS AND EXPLOSIVES

## INDUSTRY OPERATIONS INVESTIGATOR POSITIONS, Grade 5

**ORGANIZATION'S NAME:** U.S. Department of Justice  
Bureau of Alcohol, Tobacco, Firearms and Explosives

**JOB DUTIES:** The industry operations investigators are the backbone of the Bureau of Alcohol, Tobacco, Firearms and Explosives' (ATF) regulatory mission. Their work is primarily investigative and routinely involves contact with, and interviews of, individuals from all walks of life and all levels of industry and government. Investigations and inspections pertain to the industries and persons regulated by ATF (e.g., users, dealers, importers, exporters, manufacturers, wholesalers, etc.); and are under the jurisdiction of the Gun Control Act, National Firearms Act, Arms Export Control Act, Organized Crime Control Act of 1970 and other Federal firearms and explosives laws and regulations.

**EDUCATION REQUIREMENTS:** Three years of general experience, one year of which was equivalent to at least the GS-4 level of the Federal service. OR Successful completion of a full 4-year course of study in any field leading to a bachelor's degree. This education must have been obtained at an accredited college or university. (This is equivalent to 120 semester hours or 180 quarter hours). OR Combination of experience and education.

**APPLICATION PROCESS:** Applications for position openings will ONLY be accepted in response to a specific ATF vacancy announcement or job notice.

**SALARY & BENEFITS:** Base annual salary range for year 2007 was \$25,623 (Grade 5, Step 1). The full performance level for this position is grade 12 (\$56,301 - \$73,194 – excludes locality pay). Annual leave (vacation time) is earned at the rate of 13-26 days per year. Sick leave is earned at the rate of 13 days per year and may be accumulated without limit. 10 paid holidays. Low cost health insurance with the option to choose from a variety of plans. Low cost life insurance. Federal Employee Retirement System (FERS) benefits. Tax-deferred Thrift Savings Plan (TSP). Health improvement (physical fitness) program.

**PREFERRED QUALITIES:** Applicant must be physically able to handle the physical requirements of the position, successfully complete a background investigation for a top secret clearance, incumbent must be a U.S. Citizen, this position may require overnight travel 11 or more nights per month, a valid motor vehicle driver's license is required, and drug testing may be required.

**WEBSITE:** [http://www.atf.gov/jobs/sa\\_faq.htm](http://www.atf.gov/jobs/sa_faq.htm)

# CIA

**ORGANIZATION'S NAME:** Central Intelligence Agency

**JOB DUTIES:** The CIA is the premier agency responsible for providing global intelligence on the ever-changing political, social, economic, technological and military environment. Here, your paramount goal and mission will be to protect the national security of the United States.

**EDUCATION REQUIREMENTS:** CIA employees represent a wide variety of disciplines from an even broader mix of academic backgrounds and experience. Therefore, we don't recommend one academic track over another in general. The Agency's personnel requirements change from month to month as positions are filled and others become available. Our best advice to you is to do your very best and strive for good grades. Fluency in a foreign language is a good addition. Above all, understand that your choices and behaviors now are a reflection of your personal integrity, character and patriotism.

**APPLICATION PROCESS:** You must be at least 18 years of age. Because of the classified nature of our work at the Central Intelligence Agency, the application process is a lengthy one. Depending on an applicant's specific circumstances, the process may take as little as two months or more than a year. Applicants must undergo a thorough background investigation examining their life history, character, trustworthiness, reliability and soundness of judgment. Also examined is one's freedom from conflicting allegiances, potential to be coerced and willingness and ability to abide by regulations governing the use, handling and the protection of sensitive information. The Agency uses the polygraph to check the veracity of this information. The hiring process also entails a thorough medical examination of one's mental and physical fitness to perform essential job functions.

Please refer to the following link – <https://www.cia.gov/careers/jobs/how-to-apply.html>

**SALARY & BENEFITS:** The Central Intelligence Agency offers many benefits. Most are competitive with private industry. These include: Paid Time Off, Federal Health and Life Insurance, Retirement, Education and Training, Health Services, Child Care Centers, Credit Union.

**WEBSITE:** <https://www.cia.gov/index.html>  
<https://www.cia.gov/careers/jobs>

## **CORRECTION OFFICER**

**ORGANIZATION'S NAME:** New York State Department of Correctional Services  
Summit Shock Incarceration Correctional Facility

**JOB DUTIES:** Responsible for the custody and security, as well as the safety and well-being, of criminal offenders; supervise the movement and activities of inmates; periodic rounds of assigned areas; conduct searches for contraband; maintain order within the facility; and prepare reports as necessary. Advise inmates on the rules and regulations governing the operation of the facility and assist them in resolving problems.

**EDUCATION REQUIREMENTS:** High School Diploma or GED; Must be 21 years of age on or before the date of appointment; Must be qualified to hold such office; Must be a U.S. citizen; New York State residency is required to accept and continue employment.

**APPLICATION PROCESS:** Must pass written exam; required to participate in, and satisfactorily complete, all requirements of a 12-month training program; this includes an 8-week formal training and physical training.

**SALARY & BENEFITS:** Hire Rate - \$38,488; \$200 lump sum paid after 8 weeks of training; \$47,488 (after completion of 26 full bi-weekly payroll periods); Sgt. = \$55,755 - \$66,000. Benefits – Health, Prescription, Dental, Vision, and Life Insurance.

**PREFERRED QUALITIES:** Security oriented, attentive, and assertive.

**SPECIALIZED SERVICES:** WTO, FSO, CERT Team, K-9 Unit, Escape & Absconder Unit, Academy Trainer, CIU, UDT, Baton Instructor, Quartermaster, Crew Sergeant, Program Officer/Sergeant, etc.

**CONTACT INFORMATION:** New York State Department of Civil Service

**WEBSITE:** <http://www.cs.state.ny.us>

## CUSTOMS & BORDER PROTECTION AGRICULTURE SPECIALIST

**ORGANIZATION'S NAME:** U.S. Customs and Border Protection

**JOB DUTIES:** Agriculture Specialists use their scientific education to protect America's environment, economy, and food supply by preventing the introduction of plant viruses, diseases, and bio-threats. They also have the authority to seize prohibited or contaminated items, which could cause great harm. As an Agriculture Specialist with U.S. Customs and Border Protection, you would be trained to make a difference in both the daily lives and the future of the American people and would play a critical role in the Department of Homeland Security. You would be trained to serve as an expert and technical consultant in the areas of inspection, intelligence, analysis, examination, and law enforcement activities related to the importation of agricultural/commercial commodities and conveyances at the various ports of entry. The mission is critical and the duties varied. You would apply a wide range of federal, state, and local laws and agency regulations when determining the admissibility of agriculture commodities while preventing the introduction of harmful pests, diseases, and potential agro-terrorism into the United States. Therefore, you could be participating in special enforcement, targeting, or analysis teams charged with collecting and analyzing information and identifying high-risk targets; or you could be conducting visual and physical inspections of cargo, conveyances, or passenger baggage. You could also plan, conduct, and supervise remedial actions such as treating, disinfecting, and decontaminating prohibited commodities, conveyances, contaminants, or agricultural materials.

**EDUCATION REQUIREMENTS:** A bachelor's or higher degree with a major field of study in biological sciences (including botany, entomology and plant pathology), agriculture, natural resource management, chemistry or a closely related field. OR A combination of experience and education that includes twenty-four semester hours in the disciplines listed above and job experience in areas such as pest control, pesticide application, inspecting aircraft or passengers, x-ray or environmental monitoring, or farm management related to disease control, insect detection/eradication or pest control.

**APPLICATION PROCESS:** Go to [www.cbp.gov](http://www.cbp.gov) and click on careers then click on Agriculture Specialist OR Go to [www.USAJOBS.opm.gov](http://www.USAJOBS.opm.gov), click on Search Jobs, then put Agriculture Specialist in the keyword search and press enter, and you will be able to find and download the announcement for the GS-401-5/7/9 Agriculture Specialist position.

**SALARY & BENEFITS:** These are full-time permanent positions being filled in the excepted service. Initial appointments are made at the GS-5 (at least \$28,862 per annum), GS-7 (at least \$35,752), or GS-9 (at least \$43,731) grade levels with non-competitive promotion potential to the GS 11 (\$52,912) without needing to reapply. There is also the opportunity to earn overtime pay.

**PREFERRED QUALITIES:** Must be a U.S. citizen to apply and must possess a valid state driver's license at the time of appointment.

**SPECIALIZED SERVICES:** K-9

**CONTACT INFORMATION:** [www.cbp.gov](http://www.cbp.gov)  
[www.USAJOBS.opm.gov](http://www.USAJOBS.opm.gov)

**WEBSITE:** [www.cbp.gov](http://www.cbp.gov)  
[www.USAJOBS.opm.gov](http://www.USAJOBS.opm.gov)

## CUSTOMS & BORDER PROTECTION OFFICER

**ORGANIZATION'S NAME:** U.S. Customs and Border Protection

**JOB DUTIES:** The Officer's primary responsibility is to detect and prevent terrorists and weapons of mass destruction from entering the United States, while facilitating the orderly flow of legitimate trade and travelers. This requires enforcing laws related to revenue and trade, seizure of contraband, interdiction of agricultural pests and diseases, and admissibility of persons. CBP Officers perform the full range of inspection, passenger and cargo analysis, examination and law enforcement activities relating to the arrival and departure of persons, merchandise and conveyances such as cars, trucks, aircraft, and ships at the ports of entry.

**EDUCATION REQUIREMENTS:** High School Diploma or higher. New hires must successfully complete 15 weeks of paid training at the U.S. Customs and Border Protection Academy, located at the Federal Law Enforcement Training Center (FLETC) near Brunswick, GA. Candidates selected for duty locations in Puerto Rico, Miami, or along the Southwest Border must either pass a Spanish language proficiency exam or successfully complete an additional 6 weeks of Spanish language training. The 6-week program may extend the initial basic training from 15 to 21 weeks at the FLETC.

**APPLICATION PROCESS:** Go to [www.cbp.gov](http://www.cbp.gov) and click on careers, then click on Customs and Border Protection Officer. OR Go to [www.USAJOBS.opm.gov](http://www.USAJOBS.opm.gov), click on Search Jobs, then put Customs and Border Protection Officer in the keyword search and press enter. You will be able to find and download the announcement for the GS-1895-5/7 Customs and Border Protection Officer.

**SALARY & BENEFITS:** Initial appointments are made at the GS-5 (at least \$28,862 per annum) and GS-7 (at least \$35,752) grade levels with promotion potential to the GS-11 (\$52,912) grade level without having to reapply. There is also the opportunity to earn overtime pay.

**PREFERRED QUALITIES:** Must be a U.S. citizen. CBP also has a residency requirement that applies to all applicants other than current CBP employees. If you are not a current CBP employee, CBP requires that for the three (3) years prior to filing an application for employment, individuals must meet one or more of the following primary residence criteria:

1. Applicant physically resided in the U.S. or its protectorates or territories (excluding short trips abroad, such as vacations); or
2. Applicant worked for the U.S. Government as an employee overseas in a Federal or military capacity; or
3. Applicant was a dependent of a U.S. Federal or military employee serving overseas. Exceptions may be granted to applicants if they can provide complete stateside coverage information required to make a suitability/security determination. Examples of state-side coverage information include; the state-side address of the company headquarters where the applicant's personnel file is located, the state-side address of the Professor in charge of the applicant's "Study Abroad" program, the church records for the applicant's overseas church missions, and/or the state-side addresses of anyone who worked or studied with the applicant while overseas. If selected for a position, applicants must provide this information when filing their application for employment.
4. Must possess a valid state driver's license at the time of appointment.

**SPECIALIZED SERVICES:** K-9, Aviation, Marine

**CONTACT INFORMATION:** [www.cbp.gov](http://www.cbp.gov)  
[www.USAJOBS.opm.gov](http://www.USAJOBS.opm.gov)

**WEBSITE:** [www.cbp.gov](http://www.cbp.gov)  
[www.USAJOBS.opm.gov](http://www.USAJOBS.opm.gov)

# DEPUTY SHERIFF

**ORGANIZATION'S NAME:** Schoharie County Sheriff's Office

**JOB DUTIES:** This position involves dual responsibility for the protection of lives and property and the enforcement of laws and ordinances within the county, and /or care and custody of prisoners in the county correctional facility. While working as a Deputy Sheriff , an incumbent may assist in the investigation of offenses, apprehend violators, and/or conduct routine patrol operations in accordance with standard departmental operating procedures. While working as a Correction Officer, the incumbent is responsible for the enforcement of rules and regulations governing the custody, security, conduct, discipline, safety, and general well being of inmates in a county correctional facility. These duties involve considerable inmate contact and supervision in a work, recreation and learning environment. Deputy Sheriff's work under the general supervision of higher ranking employees who give specific instructions and assistance when necessary.

**EDUCATION REQUIREMENTS:** MINIMUM QUALIFICATIONS - Candidates must be a high school graduate or holder of a high school equivalency diploma. College credits are preferred.

**APPLICATION PROCESS:** Must pass Civil Service open competitive exam. Appointments are made from eligible list after extensive background investigation and interviews.

**SALARY & BENEFITS:** 2007 Road Patrol starting salary \$31,182; Correction Officer - 29,357; Generous public employment benefits: Health Insurance, Dental Insurance, and Retirement after 25 years.

**PREFERRED QUALITIES:** Clean record, no felony convictions, valid driver's license, ability to function with limited supervision. Age - at least 19 to take exam. Eligibility for appointment begins when the candidate reaches age 20. Candidates must not be over 35 years old. Must be - United States citizen and hold valid NYS Driver's License. Must pass extensive background check and have no felony convictions. Conviction of a misdemeanor or other offense may bar appointment.

**CONTACT INFORMATION:** Sheriff John S. Bates, Jr.  
Schoharie County Sheriff's Office  
PO BOX 689  
Schoharie, NY 12157  
518-295-7066

**WEBSITE:** [www.schohariecounty-ny.gov](http://www.schohariecounty-ny.gov)

# ENVIRONMENTAL CONSERVATION OFFICER

**ORGANIZATION'S NAME:** New York State Department of Environmental Conservation,  
Division of Law Enforcement

**JOB DUTIES:** At the forefront of New York's effort to clean our air and water, save our wilderness, protect our wildlife and make the environment a better place for us all is the Environmental Conservation Police Officer (ECO). As the uniformed law enforcement representative of the Department of Environmental Conservation, the ECO is the person in the field, responsible for the enforcement of the environmental laws and regulations of New York and for the detection and investigation of suspected violations.

## **EDUCATION REQUIREMENTS:**

1. A bachelor's or higher degree including or supplemented by 18 semester credit hours in an combination of courses indicated as qualifying course work; or
2. An associate's degree including or supplemented by 18 semester credit hours in any combination of courses indicated as qualifying course work; AND one of the following:
  - a. one year of experience in the areas of freshwater or marine sciences, wildlife, qualifying forestry experience, environmental engineering, or environmental technology; or
  - b. one year experience as a police officer with Municipal Police Training course certification (or equivalent course approved by the NYS Municipal Police training council, or as a certified federal law enforcement officer.
  - c. two years of active United States military service with an honorable discharge.

Qualifying course work: natural resource conservation, environmental science, environmental studies or similar environmental program, natural science, physical science or criminal justice.

Substitution: up to six semester credit hours in computer science may be used to meet the 18 semester credit hour requirement. Must be a citizen of the United States at the time of appointment and must maintain New York residency pursuant to the Public Officers Law. Must possess a valid license to operate a motor vehicle in New York State at the time of appointment and continuously thereafter.

**APPLICATION PROCESS:** Environmental Conservation Officers are appointed from a listing on a Civil service exam. Applicants possessing the minimum qualifications are eligible to take the civil service exam and be placed on that list. Online application process available at: [www.cs.state.ny.us/exams](http://www.cs.state.ny.us/exams)

**SALARY & BENEFITS:** Starting Salary is \$43, 927 (Salary is based on an arbitrator's decision for a period which expired 03/21/05. The Division of Law Enforcement is engaged in contract negotiations which may affect salaries considerably.). Overtime pay for hours in excess of 8 hours per day. Holidays paid a twice the hourly rate. Location pay is provided for downstate items. Vacation is earned at a rate of 13 to 20 days per year and may be accumulated up to 40 days. Personal leave is 5 days per year. Sick leave is 13 days per year accumulated up to 1800 hours. Twelve Holidays per year - Eight of which may be worked.

**PREFERRED QUALITIES:** Environmental Conservation Officers work long hours in often remote areas without supervision. ECO's must be self starters, present a positive image, well spoken, and comfortable working in adverse environments.

**SPECIALIZED SERVICES:** K-9 Unit, Marine Patrol

**CONTACT INFORMATION:** 518-402-8829 OR contact a Regional DEC Law Enforcement Office

**WEBSITE:** [www.dec.ny.gov](http://www.dec.ny.gov)

# FBI SPECIAL AGENT

**ORGANIZATION'S NAME:** Federal Bureau of Investigation

**JOB DUTIES:** Protect the United States from terrorist attack, Protect the United States against foreign intelligence operations and espionage, Protect the United States against cyber-based attacks and high-technology crimes, Combat public corruption at all levels, Protect civil rights, Combat transnational/national criminal organizations and enterprises, Combat major white-collar crime, Combat significant violent crime, Support federal, state, local and international partners, Upgrade technology to successfully perform the FBI's mission.

**EDUCATION REQUIREMENTS:** You must be a U.S. citizen or a citizen of the Northern Mariana Islands. You must be at least 23 years of age, but younger than 37, upon your appointment as a Special Agent. You must possess a four-year degree from a college or university accredited by one of the regional or national institutional associations recognized by the United States Secretary of Education. You must have at least three years of professional work experience. You must also possess a valid driver's license and be completely available for assignment anywhere in the FBI's jurisdiction. All applicants for the Special Agent position must first qualify under one of five Special Agent Entry Programs. These programs include: Accounting, Computer Science/Information, Technology, Language, Law, and Diversified.

**APPLICATION PROCESS:** There are specific elements that will automatically disqualify you from consideration for employment with the FBI. The FBI Employment Disqualifiers are: Conviction of a felony, some use of illegal drugs (see the [FBI Employment Drug Policy](#) for more details), default of a student loan (insured by the U.S. Government), failure of an FBI-administered urinalysis drug test, and failure to register with the Selective Service System (for males only).

**SALARY & BENEFITS:** Full-time FBI employees receive excellent benefits, including health insurance, life insurance, retirement, time-off benefits, and more.

**WEBSITE:** <http://www.fbi.gov/>  
<http://www.fbijobs.gov>

## FORENSIC INVESTIGATION OFFICER

**ORGANIZATION'S NAME:** New York State Police Forensic Investigation Center

**JOB DUTIES:** Crime Laboratory Services. The New York State Police Forensic Science Laboratory System provides all criminal justice agencies in New York State with state-of-the-art forensic analytical and investigative capabilities and expert testimony on matters related to the investigation, resolution and prosecution of crimes. Forensic Scientists examine evidence from criminal investigations and crime scenes to determine the probative value of that evidence.

**EDUCATION REQUIREMENTS:** Bachelor's Degree in the Natural Sciences or a related field, or significant work experience and training which can be applied in this position. (This can vary depending on the position.)

**APPLICATION PROCESS:** Letter of intent and complete resume sent to –  
New York State Police  
Building 22  
1220 Washington Avenue  
Albany, New York 12226

**SALARY & BENEFITS:** \$30,000 - \$50,000

**SPECIALIZED SERVICES:** Serology, Drug Chemistry, Toxicology, Ballistics, DNA, Trace Evidence, Latent Fingerprints, Questioned Documents.

**CONTACT INFORMATION:** <http://www.troopers.state.ny.us>

**WEBSITE:** <http://www.troopers.state.ny.us>

# FOREST RANGER

**ORGANIZATION'S NAME:** New York State Department of Environmental Conservation

**JOB DUTIES:** Search and Rescue Operations throughout NY. Wildfire prevention, suppression, enforcement and education, including out of state wildfire suppression. Care, custody and control of state lands including state forests, wildlife management areas, wilderness areas, wild forest areas and more. Environmental Law enforcement primarily on State lands, though not limited to them. Wildland fire and wildland search courses taught on a regular basis to volunteers throughout the state. Patrols include but are not limited to foot patrol, bike patrol, snowmobile patrol, ski patrol and other types. Rangers are known for Incident management functions for searches, fires and other events. The job can have long irregular hours due to the type of work that is done.

**EDUCATION REQUIREMENTS:**

1. A Bachelors or higher level degree including or supplemented by 30 semester credit hours in environmental/life science. Or
2. An associates or higher level degree in forestry, forest technology, forest management, natural resource management, forest recreation, forest engineering or environmental engineering. Or
3. An associates or higher level degree including or supplemented by 18 semester credit hours in environmental/life science And one of the following
  - a. Two years of qualifying technical/professional work experience in the natural resource management field; Or
  - b. Two years of active United States military service with an honorable discharge.

**APPLICATION PROCESS:** New York State Department of Civil Service exams announced publicly every several years. Can be accessed by internet at <http://cs.state.ny.us/exams>. A six month training academy is required for all people hired to acquaint them with our duties as police officers, wildland fire fighters, search and rescue experts and state land stewarts.

**SALARY & BENEFITS:** Starts at \$44,933. Job rate - \$53,735. 25 year retirement - pension at half pay after 25 years. Full medical, dental and eye care.

**PREFERRED QUALITIES:** Must be healthy and strong, love the outdoors, have an ability to think on your feet, be a self starter, be capable of handling a variety of situations and should have strong people skills.

**SPECIALIZED SERVICES:** Rope rescue, Wildfire, Search and Rescue, Airboat, other water craft, cold water rescue, swift water rescue, mtn bike patrols, snowmobile patrols, ATV patrol. Rangers teach classes in search techniques and wildfire suppression. Rangers do a wide variety of public presentations that are job related.

**CONTACT INFORMATION:** Ranger Tom Edmunds at 518-827-6565, Stamford DEC Office at 607-652-5076. Email - [tredmund@gw.dec.state.ny.us](mailto:tredmund@gw.dec.state.ny.us)

**WEBSITE:** [www.dec.state.ny.us/](http://www.dec.state.ny.us/)

## **LOCAL LAW ENFORCEMENT OFFICER**

**ORGANIZATION'S NAME:** Cobleskill Police Department

**JOB DUTIES:** Law enforcement.

**EDUCATION REQUIREMENTS:** Minimum – High School Diploma, Associates Degree preferred.

**APPLICATION PROCESS:** Schoharie County Civil Service competitive examination.

**SALARY & BENEFITS:** -\$34,900 salary plus all health and dental insurance  
-20 year retirement

**PREFERRED QUALITIES:** Must possess excellent communication skills and be able to exercise good judgment during stressful situations.

**SPECIALIZED SERVICES:** Bicycle patrol, criminal investigations, public relations

**CONTACT INFORMATION:** Schoharie County Civil Service @ (518) 295-8374

**WEBSITE:** [Cobleskillpd@midtel.net](mailto:Cobleskillpd@midtel.net)

# MILITARY POLICE

**ORGANIZATION'S NAME:** U.S. ARMY

**JOB DUTIES: Major duties** - Military police supervise or provide support to the battlefield by conducting battlefield circulation control, area security, prisoner of war operations, civilian internee operations, law and order operations on the battlefield and support to the peacetime Army community through security of critical Army resources, crime prevention programs and preservation of law and order.

*Skill Level 1.* Performs as a team member in support of battlefield operations, installation law and order operations and security of Army resources and installations.

*Skill Level 2.* Leads military police teams in support of battlefield operations and leads and supervises small sections in support of security and installation law and order operations.

*Skill Level 3.* Leads military police squads and sections, operates police desks, plans crime prevention measures, operates evidence rooms and prepares operations plans and orders in military police detachments in support of both battlefield and installation law and order operations and security of resources and installations.

*Skill Level 4.* Leads military police platoons, large detachments and sections. Supervises and performs duties as Provost Sergeant and MP Operations NCO, prepares circulation or traffic control plans and operations orders in support of both battlefield and installation law and order operations and security of resources and installations,

*Skill Level 5.* Performs First Sergeant duties or provides staff supervision, prepares plans, procedures and operational orders as Provost Sergeant, Operations Sergeant, Intelligence NCO and Security NCO in support of battlefield and installation law and order operations and security of resources and installations.

**EDUCATION REQUIREMENTS:** Formal training (completion of MOS 31B course conducted under the auspices of the U.S. Army Military Police School) mandatory.

**SALARY & BENEFITS:** Military members receive base pay based on their rank and time in service. There are other special pays and allowances which are paid under certain circumstances. In addition, military members receive substantial benefits, such as medical care, dental care, discount shopping, education assistance, and other benefits.

**PREFERRED QUALITIES:** An interest in law enforcement and crime prevention, an ability to remain calm in stressful situations, and an ability to think and react quickly.

**SPECIALIZED SERVICES:** Criminal Investigations Special Agent (31D)  
Internment/Resettlement Specialist (31E)

**WEBSITE:** [www.goarmy.com/jobDetail](http://www.goarmy.com/jobDetail)

# NEW YORK STATE TROOPER

**ORGANIZATION'S NAME:** New York State Police

**JOB DUTIES:** Profile police services and protection to the citizens of New York State. Patrol assigned areas on a daily basis.

**EDUCATION REQUIREMENTS:** High School Diploma or GED required to apply for and take the exam. Sixty (60) college credits at the time of hire (you have up to 4 years to get 60 credits after you take the exam if you have 0-59 at the time of testing). NOTE – Military veterans may receive a 30 credit waiver.

**APPLICATION PROCESS:** The exam is offered every 4 years (2004, 2008, 2012, etc.).

1. Apply now before December 1<sup>st</sup> and take the exam in early 2008.
2. Results will be sent in April 2008.
3. The first 1,000 will begin the hiring process in May 2008; thereafter, every 4-6 months we will continue with 1,000 more for the next 4 years.
4. Apply at [www.nytrooper.com](http://www.nytrooper.com)

**SALARY & BENEFITS:** Starting salary \$50,374, upon graduation (6 months) \$61,525, after 1 year \$65,358. Benefits (annually) – 120 hours vacation, 96 hours paid holiday time, 24-40 hours personal leave, 104 hours of sick leave and health, dental, and optical insurance.

**PREFERRED QUALITIES:** Leadership, integrity, selfless service, moral character

**SPECIALIZED SERVICES:** Full service agency, K-9, Aviation, Scuba, Commercial vehicle, School Resource Officer, SWAT, etc.

**CONTACT INFORMATION:** Trooper Mark Cepiel  
518.783.3285  
[grecurit@troopers.state.ny.us](mailto:grecurit@troopers.state.ny.us)

**WEBSITE:** [www.nytrooper.com](http://www.nytrooper.com)

## PARK PATROL OFFICER TRAINEE

**ORGANIZATION'S NAME:** New York State Park Police

**JOB DUTIES:** As a Park Patrol Officer Trainee or Park Patrol Officer Trainee (Spanish Language), you will serve as a police officer pursuant to Section 1.20 of the Criminal Procedure law. Your authority will extend throughout the state, although your primary responsibility will be to enforce laws and to provide information, assistance, and protection to visitors to New York State's parks and historic sites. You will be responsible for the enforcement of all federal and state laws including, but not limited to, the penal, parks and recreation, vehicle and traffic, and environmental conservation laws. Your responsibilities might include assignment on foot, horseback, bicycle, all terrain vehicle, motorcycle, boat, personal watercraft, snowshoe, snowmobile, or other patrol. You might also be assigned to station duty or other allied police responsibilities.

**EDUCATION REQUIREMENTS:** You must have completed or expect to complete 60 college semester credit hours by June 30, 2008. You cannot be appointed until you submit proof of successful completion of the educational requirements to the NYS Office of Parks, Recreation and Historic Preservation.

**APPLICATION PROCESS:** There will be a written test which you must pass in order to be considered for appointment. Please refer to the following link - <http://www.cs.state.ny.us/> .

**SALARY & BENEFITS:** Current starting salary at SG-13 is \$32,803 and SG-14 \$34,742 upon completion of a one-year traineeship. Job rate is \$43,034. (Salaries do not include overtime.) Retirement is at half pay after 25 years. Promotional opportunities by competitive examination processes. 13-24 vacation days per year, 12 paid holidays, 5 personal leave days, and 13 days paid sick leave per year. Excellent health, dental, and optical insurance coverage. All uniforms and equipment are provided.

**CONTACT INFORMATION:** Personnel Office  
Office of Parks, Recreation, and Historic Preservation  
Empire State Plaza  
Agency Building #1  
Albany, New York 12238  
(518) 474-0453

**WEBSITE:** <http://www.cs.state.ny.us>  
<http://www.nyparks.state.ny.us/agency/employ/>

## PROBATION OFFICER & PROBATION OFFICER - TRAINEE

**ORGANIZATION'S NAME:** Schoharie County Classification Specification

**JOB DUTIES:** This is the beginning position at the professional level in probation work. The duties require the application of modern social work techniques in making evaluations of adults or juveniles and in supervising persons on probation. A probation officer is called upon to exercise sound professional judgment in analyzing data and in making recommendations concerning court dispositions. He/she assists person on probation and other persons whom the probation agency services. A probation officer works under supervision of a higher ranking professional employee and may help to supervise the work of probation assistants, probation officer trainees, or volunteers.

**EDUCATION REQUIREMENTS:**

1. Master's degree in social work, education, administration, law, sociology, psychology, criminology or a related field; OR
2. Bachelor's degree and two years experience in counseling or casework in a recognized agency adhering to acceptable standards in probation, parole, social services, psychiatric or medical social work, or related work; OR
3. An acceptable combination of training and experience as defined by the limits of #1 and #2.

**APPLICATION PROCESS:** Resumes accepted and civil service exam required.

**SALARY & BENEFITS:** Starting January - Probation Officer Trainee \$31,752, Probation Officer \$35,437.

**PREFERRED QUALITIES:** Basic knowledge of - social sciences, including sociology, psychology and economics; social service programs and other community resources; laws pertaining to probation work and functions and procedures of Family and Criminal courts; and factors related to crime and delinquency. Good judgment in dealing with people; ability to understand, interpret and prepare written material. This class requires extensive travel. Incumbents will be required to possess a valid, appropriate level, New York State Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.

**SPECIALIZED SERVICES:** Certified Peace Officer, Certified to carry firearms/pepper spray, Drug Treatment Court, Certified Forensic Counselor

**CONTACT INFORMATION:** Denise Minton, Director – Phone 518.295.8343 – Fax 518.295.8333

**WEBSITE:** [www.schohariecounty.ny.gov](http://www.schohariecounty.ny.gov)

## UNIVERSITY POLICE

**ORGANIZATION'S NAME:** New York State University Police  
SUNY Cobleskill UPD

**JOB DUTIES:** As a University Police Officer 1, you would be trained to become a police officer with various police powers at the campus where you are employed. You would then be responsible for the detection and prevention of crime and the enforcement of laws, rules, and regulations for the protection of persons and property and the general maintenance of peace, order, and security. You would develop and maintain a positive relationship with all segments of the campus community in order to obtain cooperation and support in conducting a successful law enforcement program. Typical activities would include crowd control, foot and mobile patrols, traffic control, dispatching, and participation in crime prevention and personal protection programs. You would also perform additional duties as required.

**EDUCATION REQUIREMENTS:** On or before November 17, 2007, you must have successfully completed 60 semester credit hours (see note below). You MUST submit a course listing with your application showing that you meet this requirement (a formal transcript is not necessary now, but may be required at time of interview). Substitution Candidates may substitute an Honorable Discharge from the United States military after a minimum of two years of active military service for thirty (30) of the sixty (60) college semester credit hours required; indicate dates and branch of service in the experience portion of the application form.

1. Your degree or college credit must have been awarded by a regionally accredited college or university or one recognized by the NYS Education Department as following acceptable educational practices. If your degree or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. You can write to the Examination Information Desk of the Department of Civil Service for a list of acceptable companies who provide this service. You must pay the required evaluation fee. If you are applying on the Internet, you must mail the independent verification of equivalency to the New York State Department of Civil Service, Alfred E. Smith State Office Building, Albany, New York 12239. Attention: S4JSM.
2. Although promotion examinations are being held, it is expected that appointments will be made as the result of these examinations open to the public.
3. You may file for these examinations by completing one OC-APP application form or applying on the Internet. Unless you are eligible for a fee waiver, the indicated processing fee must be submitted for each examination listed on your application.
4. If you pass the examination for No. 24-777, University Police Officer 1 (Spanish Language), you will be required to demonstrate your Spanish language proficiency at a level that will ensure your ability to perform properly the duties of the position. Only enough candidates to fill current vacancies will be called to the proficiency test.
5. If you are qualified for No. 24-777, University Police Officer 1 (Spanish Language), you should file for both examinations; as there is only one application processing fee.
6. You must possess a valid license to operate a motor vehicle in New York State at the time of appointment and continuously thereafter.
7. If you meet the Minimum Qualifications you may also be interested in competing in Examinations 24-774, University Police Officer 1 - Downstate and 24-775, University Police Officer 1 (Spanish Language) - Downstate for which written tests are also being held on November 17, 2007. You may file for any combination of these examinations by completing one application form listing the number(s) and title(s) of the examination(s) in which you are interested. The appropriate processing fee must be filed for each examination.
8. New York State residence is not required to take this test. University Police Officers are public officers under State law. At appointment, and as a condition of continued employment, you must be a citizen of the United States AND a resident of New York State and at least 21 years old.
9. Applicants who also are candidates for Municipal Police Exams on this date should see the "Multiple Examinations Scheduled For The Same Day" note at the end of this announcement.

**APPLICATION PROCESS:** Civil service exam. See [www.cs.state.ny.us](http://www.cs.state.ny.us)

**SALARY & BENEFITS:** See [www.cs.state.ny.us](http://www.cs.state.ny.us)

**PREFERRED QUALITIES:** A number of medical and physical requirements must be met.

**SPECIALIZED SERVICES:** K-9, Bicycle Unit

**CONTACT INFORMATION:** SUNY Cobleskill UPD