



SENECA COUNTY PERSONNEL OFFICE

Civil Service Opportunities



CORRECTION OFFICER CONTINUOUS RECRUITMENT TRAINING AND EXPERIENCE EXAM

Exam #CR 00000017

ALL APPLICATIONS WILL BE ACCEPTED CONTINUOUSLY WITH A SIX-MONTH RETESTING DATE AS THIS AGENCY REQUIRES. EXAMINATIONS WILL BE HELD ON AS NEEDED BASIS.

FILING FEE: \$20.00

APPLICATION FILING INSTRUCTIONS: Applications must be received at least thirty (30) days prior to a scheduled exam holding to be accepted for that holding. Applications received within thirty (30) days of a holding will be processed for a subsequent holding. (Example, if you apply for an exam within thirty (30) days of a fall holding, that application will be processed for the spring holding). **Candidates may apply to take this exam once in a six-month period.**

TO APPLY:

1. Go to <https://seneca-portal.mycivilservice.com/jobopps>
2. View exam information & click **APPLY**.
3. Complete & submit online application.
4. Mail, deliver or pay filing fee online by Application Deadline.
5. Contact the Personnel Department for paper application at personneldepartment@co.seneca.ny.us or by calling 315-539-1710

- Filing fees must be RECEIVED by Seneca County Personnel Dept. by the APPLICATION DEADLINE *****NO EXCEPTIONS*****
- Exam filing fees are **NOT REFUNDABLE** for any reason, including disqualification.
- If your filing fee is not received within the time permitted, your application will be disqualified without review.

Make CHECK or MONEY ORDER payable to "Seneca County Finance Department" – NO CASH

*****Returned checks are subject to a \$20 fee *****

DATES OF UPCOMING EXAMINATIONS: *This examination is being held on a continuous recruitment basis. 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 list for one (1) year. Any qualifying tests (pass/fail) will be scheduled as needed. The Seneca County Personnel Officer reserves the right to terminate this special recruitment program at any time and re-establish a program of periodic testing for this title.*

***** Please read all pages of this notice carefully for Important Civil Service Information *****

ADDRESS CHANGES: It is the responsibility of the candidate to notify the Personnel Department of any change in name or address. No attempt will be made to locate candidates who have moved.

ADMISSION NOTICE: There is no admission notice for this Training & Experience Examination. Approved candidates will be sent a notice containing directions to a website address needed to complete a Training & Experience Questionnaire.

ANTICIPATED ELIGIBILITY: According to Civil Service Law, Section 54, which became effective September 4, 2024, applicants who are within twelve (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. See "SPECIAL REQUIREMENTS AT TIME OF APPOINTMENT" (Age Requirements) for more information.

SENECA COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Posting Date: August 28, 2026

APPLICATION FEE WAIVER: Please refer to last page of announcement for more information.

CITIZENSHIP: United States Citizenship is required at 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 time of appointment. Such license must be maintained for the duration of appointment. **Please attach a copy of your driver's license to the application.**

DRUG AND ALCOHOL SCREENING: Drug and alcohol screening is required as part of the pre-employment process as per terms collectively bargained by the SCSEA and State and Federal laws.

ELIGIBLE LIST: The eligible list established as a result of this examination will be used to fill vacancies as they occur at the Seneca County Sheriff's Department. The names of the candidates who pass this examination are ranked and interfiled according to their grade. The rank of eligibles changes when new eligibles are added to the existing list. An eligible's name will remain in effect for one year from the date candidate appears on the list.

INVESTIGATIVE SCREENING: Each candidate may be subject to a thorough background investigation. Please note that all convictions must be reported. No person may be appointed as a Correction Officer who has been convicted of a **felony** in any other jurisdiction that if committed in NYS would constitute a felony. 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. Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification. Derogatory information will be evaluated and may result in disqualification.

MEDICAL REQUIREMENTS: Your physical and medical condition will be evaluated to ensure that you are able to satisfactorily perform the duties of this position with or without reasonable accommodation. Employment offers will be conditional upon the successful completion of the medical examination.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency or comparable diploma. Applicants who do not possess a high school or equivalency diploma are eligible to take the examination but will not be eligible for appointment until they obtain such diploma. For information on who to obtain an equivalency diploma, write to the New York State Education Department, Albany, NY 12234.

NYS CIVIL SERVICE LAW (CSL 23.2): This examination will be prepared and rated in accordance with Section 23.2 of the Civil Service Law. The provisions of New York State Civil Service Law, rules and regulations dealing with the preparation and rating of examinations will apply to this exam.

PERSONS WITH DISABILITIES: Disabled candidate who require special accommodations to take the test should indicate the need for special arrangements with their application. Please contact the Seneca County Personnel Department for more information.

PHYSICAL FITNESS TEST: All candidates are required to take and pass a qualifying physical fitness test in order to be eligible for appointments. See "Qualifying Physical Fitness Test Policy" section below for more information.

PROBATIONARY TERM: Permanent status to the position of Correction Officer made from the eligible list established as a result of this exam is conditioned upon a successful completion of a probationary term per Seneca County Civil Service Rules.

PSYCHOLOGICAL EVALUATIONS: A psychological evaluation may be required. 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.

QUALIFYING PHYSICAL FITNESS "TEST" POLICY: Candidates scheduled to perform a physical fitness test will be notified by mail and/or email. Seneca County reserves the right to invite only enough candidates from the eligible list to fill current vacancies. A candidate who is sent a notice of physical fitness test and fails to appear without making a request for an alternate test date and receiving approval, will be restricted from appointment. Any candidate who is restricted from appointment for failing to appear at or for failing to complete a physical fitness test will be restricted for appointment for any ranking they hold on the list at that time. If they retake a future written exam and gain a new ranking on the list, they will be eligible to retake the physical fitness test again based on that ranking as if they were a new candidate.

QUALIFYING PHYSICAL "RETEST" POLICY: The Seneca County Personnel Officer allows for the physical fitness retesting of candidates. Candidates who fail the physical fitness test will be permitted one (1) retest which will be given at a later date from the original physical fitness test.

QUALIFYING PHYSICAL FITNESS "WAIVER" POLICY: The Seneca County Personnel Officer has established a physical fitness waiver policy. If a candidate has passed a physical fitness-screening test administered by an agency of New York State in the last one (1) year, the performance test may be waived if the qualifications are deemed comparable by the Seneca County Personnel Officer. Candidates requesting waivers will be required to contact the agency which held their qualifying physical fitness test and request that the results be submitted to the Seneca County Personnel Officer. The results must include the name of the hosting agency, the date of the test, as well as an acknowledgement of a passing result.

RELIGIOUS AND MILITARY MEMBERS ACCOMMODATION: Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and candidates who are called to military service after filing an application should send requests for an alternate test date to the Seneca County Personnel Department as soon as possible before the test date. If you apply for an examination during filing period, but are on active military duty on the date the examination is scheduled, you may request a military make-up examination. Please contact the Seneca County Personnel Department for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten (10) days before the test.

RESIDENCY REQUIREMENTS: Candidates must have been legal residents of Seneca County or one of the six contiguous counties for thirty (30) days preceding the date of application. Preference in appointments may be given to successful candidates who have been legal residents of the municipality in which appointment is to be made for at least thirty (30) days prior to the date of certification and are residents of such municipality at the time of appointment. **Incumbent is required to maintain residency in Seneca County or a contiguous county throughout employment.**

RETEST POLICY FOR PHYSICAL FITNESS TEST: If a candidate fails any part of the physical fitness test, he/she will have the opportunity for retest. There will be a thirty (30) day waiting period for the first and final retest. A candidate can be tested a total of two (2) times on the physical fitness test. If a candidate does not qualify on the physical fitness test, candidate will have to re-apply for the next training and experience test. **If a candidate fails to notify the personnel office and/or does not show up to the physical fitness test, the candidate will not receive another chance at taking the test. No name will be certified from the eligible list until after successfully completing the entire physical fitness test.**

SALARY: \$25.08/per hour 2026 rate

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS (Driver's License Requirement): Possession of a valid New York State Driver's License is required and must be maintained throughout employment. **A copy of your current NYS Driver's License must be attached to your application.**

SPECIAL REQUIREMENTS AT TIME OF APPOINTMENT (Age Requirement): Must be at least 18 years of age at the time of appointment to be in conformance with Public Officer's Law Article 2, Section 3(1) and Article 2, Section 3-B. **Candidates must indicate their date of birth on their application for employment.**

SPECIAL REQUIREMENTS AT TIME OF APPOINTMENT (Standards): At the time candidates are being considered for appointment, they must meet physical/medical standards. Drug testing is included in the required medical examination. In accordance with State Laws, a Correction Officer is a Peace Officer and must be a United States citizen to qualify to hold such office. Permanent appointments to this class are subject to satisfactorily completing training standards prescribed by the New York State Division of Criminal Justice Services.

TEST GUIDE: A Guide for the Written Test for Entry-Level Correction Officer 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 a copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

TRAINING REQUIREMENTS: Individuals must satisfactorily complete the Basic Course for Correction Officers as prescribed by General Municipal Law within one year of appointment in order to attain permanent status in the position.

TYPICAL WORK ACTIVITIES: (Illustrative Only):

- Makes periodic rounds, supervises the movement and activities of inmates and maintains jail security at an assigned post or cell tier;
- Locks and unlocks cells and access doors using mechanical and electrical devices;
- Watches for unusual incidents or activities on the part of inmates involving violation of facility rules and reports these to supervisor either verbally or in writing;
- Checks cell and corridor areas for faulty bars, gates, etc., and makes routine fire and safety checks;
- Issues clothing and bedding and instructs inmates in its proper care;
- Books inmates by preparing appropriate records and taking fingerprints and photo identification;
- Searches cells, frisks inmates and confiscates contraband;
- Mediates minor incidents and takes direct action to break up fights or other disturbances between inmates;
- Supervises inmates assigned to work details, advises them of what is expected and of the rules and regulations of the work area including possible safety hazards;
- Listens to inmate problems, informs them of rules and regulations; and, where they cannot be resolved, makes referrals to appropriate staff;
- Performs related operational duties such as screening visitors, operating two-way radios, carrying and operating firearms, receiving bail or fine money, operating specialized computer equipment, utilizing restraining devices and techniques to control and escort inmates, and meeting with the public to inform them of such things as visiting hours and bail procedures;
- May use chemical agents, weapons, including Tasers, or restraining devices and protection equipment in case of fights or other disturbances;
- Performs clerical duties associated with the admission, processing, and/or transfer of inmates, including obtaining fingerprints and photographs, data entry of inmate and charge information, and issuance of receipts for confiscated inmate property and funds;
- Operates a commissary for the inmates and keeps all necessary records of the operation;
- Collection of money from inmates personal property box and maintain proper records;
- Take inmates to the jail library as part of their recreation privileges;
- Maintains supplies of recreation apparatus and equipment;
- Encourages participation in recreation activities and discusses the importance of recreation;
- May be directed to work mandatory overtime.

VACANCY: At present there are anticipated vacancies in the Seneca County Law Enforcement Center. This eligible list will be used to fill future vacancies as they occur in Seneca County. Names of eligibles will be inserted, according to their final rating, on such list from time to time as applicants are tested and found qualified on the examinations held at such intervals regardless of the date on which they took the test. Eligibility on the list is now limited to a one (1) year period. This eligible list will be used to fill vacancies as they occur for Seneca County Law Enforcement Center.

SUBJECTS OF T&E EXAMINATION

There is no written multiple-choice test. This is an online examination questionnaire that asks questions about your education, training, and work experience. Please attach all documents to your application to avoid delays in processing. **This online questionnaire IS YOUR EXAMINATION.** If you meet the minimum qualifications, you will receive a rating based upon an evaluation of your training and experience against the duties of the position being tested.

Candidates must complete an examination application and return it to the Seneca County Personnel Department. Candidates may be retested after six months of their examination date. It is the candidate's responsibility to reapply for the exam after the six-month time frame. No candidates will be allowed to be retested before the six-month waiting period.

Approved candidates will be sent a notice containing directions to a website address needed to complete a Training and Experience Questionnaire.

The Training and Experience (T&E) Questionnaire will be available periodically and applicants will be notified, and approved candidates will be required to complete and submit this questionnaire within fifteen (15) days of the Notice to Approved Candidates.

NOTE: Candidates may be credited with training and experience gained up to the date the Training and Experience Questionnaire was submitted. Please attach college degrees, certifications, DD-214, if military, and all other documentation that you will be claiming on the training and experience exam to your application to avoid delays in processing. You will be asked about your education and training, and we need verification of these claims. Candidates who fail to submit their questionnaire by the given deadline, will not receive a score and not be added to the eligible list.

NOTE: Individuals can participate in Correction Officer examinations for other municipal civil service agencies to maximize their opportunity for appointment. Interested candidates will need to separately apply, be registered, and complete the T&E questionnaire for each municipal civil service agency according to each agency's guidelines. In addition, the application and T&E questionnaire process for the NYS Correction Officer Trainee exam program is separate from the Correction Officer T&E exam program for municipal civil service agencies. Visit cs.ny.gov for more information on applying for the State exams.

TAKING THE ONLINE T&E EXAMINATION AND PERSONAL NY.GOV ID ACCOUNTS

Approved applicants will need to access the T&E examination on the Department of Civil Service website. Each applicant will need a personal NY.GOV ID to participate in the examination. Applicants may already have a personal NY.GOV ID account if they have used online services for other agencies, such as the Department of Motor Vehicles. They should use the same personal NY.GOV ID for civil service examination purposes.

Applicants should not create a new personal NY.GOV ID. More information about personal NY.GOV ID's is available at: <https://www.cs.ny.gov/home/myaccount/>. There is a helpful video for applicants at this link. Applicants that require technical assistance with their personal NY.GOV ID can contact New York State Office of Information Technology (ITS) Service Desk directly at 844-891-1786 or at fixit@its.ny.gov.

PHYSICAL FITNESS TEST

PLEASE NOTE THAT THE PHYSICAL AGILITY REQUIREMENTS HAVE CHANGED AND WILL BE AS DEFINED BELOW

QUALIFYING PHYSICAL FITNESS TEST: All candidates are required to take and pass a qualifying physical fitness test in order to be eligible for appointment. Qualified applicants are encouraged to maintain good physical fitness practices as candidates who fail to complete the agility test will be given only one (1) opportunity to retake the physical fitness test. The elements measured in the qualifying physical fitness test are muscular endurance, absolute strength, and cardiovascular capacity. The following is a brief description of the physical fitness test:

ELEMENT I: SPRINTING

Pass: Sprint 100 yards in no more than 19 seconds

Fail: Unable to complete 100 yards in 19 seconds.

ELEMENT II: BODY TRANSPORT TEST

Pass: The candidate must pull a 140-pound dummy for thirty (30) feet.

Fail: Unable to pull the dummy the designated distance.

ELEMENT III: STAIR CLIMB TEST

Pass: The candidate must go up and down a flight of stairs one time.

Fail: Unable to go up and down the flight of stairs.

ELEMENT IV: SUSPENDED DUMMY RAISE

Pass: The candidate must lift a 140-pound hanging dummy (using a bear hug) high enough to relieve the tension on the rope (thereby taking pressure off the Neck) and hold for 5 seconds.

Fail: Unable to relieve the tension on the rope. Unable to hold for 5 seconds.

ADDITIONAL CREDIT FOR CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS Killed in the Line of Duty: In conformance with section 85-a of the Civil Service Law, signed into law on September 17, 2002, 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 appointment 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 the 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.

ADMISSION NOTICES: Admission to examinations does not necessarily mean that the application has been approved unconditionally; final review of applications for all requirements may not be made until after the written test. You may not be admitted to the examination room without official notice, or more than one half hour after an examination has begun. You must bring picture identification (such as a driver's license) and your Social Security number to the examination. You may be fingerprinted prior to admission to the examination.

AGE LIMITS: There may be statutory restrictions on your employment if you are under 18 or over 70 years of age; any other age restrictions are stated on the face of this examination announcement.

ALTERNATE TEST DATE: Candidates may be rescheduled for an alternate test date when they are unable to take a scheduled examination for an acceptable reason. Please contact the Personnel Department as soon as possible before the date of the examination. Candidates who are unable to take the scheduled examination due to an emergency situation must notify the Personnel Department no later than the Tuesday following the regular examination date. Candidates may be examined on the Saturday following the regularly scheduled test date or during the preceding week. The examination should not be administered later than the following Saturday after the scheduled test date unless extenuating circumstances exist. The determination as to whether or not a candidate meets the requirement for being afforded an opportunity to take an examination on an alternate test date will be made by the Personnel Officer. Candidates requesting approval for an alternate test date will receive notification regarding approval/disapproval.

ANTICIPATED ELIGIBILITY: 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 or 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 Seneca County Personnel Department. 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 Seneca County Personnel Department.

APPLICATION: A separate application must be filed for each examination desired. Falsification of any part of the "Application for Employment" will result in disqualification. Applicants are expected to answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications may be disapproved.

APPLICATION FEE: A fee (see front) is required from candidates for each separately numbered examination for which they apply. Mail, deliver or pay filing fee in-person by the APPLICATION DEADLINE. **NO CASH, NO REFUNDS** will be made to applicants who fail to appear for the scheduled examination. **File** only for those examinations for which you are qualified. **EXAM FILING FEES WILL NOT BE REFUNDED**, even if you are disqualified from taking the exam. It is therefore recommended that you consider very carefully whether or not you believe that you meet the minimum qualifications before submitting your application. Payments by check or money order must be made payable to Seneca County Finance Department with the examination number(s) written on the check or money order. Do not send cash in the mail. A \$20.00 service charge will be imposed on any checks returned to the Seneca County Finance Department. **Applications not accompanied by the application fee, BY THE APPLICATION DEADLINE, or such fee is not mailed to the Seneca County Department of Human Resources, will not be processed for this examination.**

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, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application and proof of benefits by the close of business on the Application Deadline as listed on this Examination Announcement. A copy of the waiver request form can be obtained from the following link: <https://seneca-portal.mvccivservice.com/Application-Fee-Waiver%20ADA.pdf> or by calling the Seneca County Personnel Department.

BACKGROUND INVESTIGATION: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification. The cost for fingerprinting is the responsibility of the candidate being considered for, or conditionally offered, appointment.

CALCULATORS: Candidates are permitted to use quiet, held-held, solar or battery powered calculators, **UNLESS OTHERWISE NOTIFIED**.

CITIZENSHIP: Citizenship is required only for Public Officer positions.

CONTACT INFORMATION: Any changes in contact information must be communicated to the Personnel Dept. in order to ensure timely delivery of important information. A change of address form is available on our website or the Personnel Dept. It is the candidates' responsibility to obtain and submit the necessary documents. Change of address form available by request.

CROSS FILING or EXAMINATIONS IN MULTIPLE JURISDICTIONS:

If you have applied to take an examination announced by more than one local jurisdiction (county, town, city) scheduled to be held on the same test date, you must notify each of the local jurisdictions as early as possible (no later than two weeks before the test date), so that arrangements can be made for taking all examinations at one test site. You must inform each jurisdiction of all examination titles and numbers, and at which jurisdiction you want to sit for the examinations. Please note that all examinations for positions in State government must be taken at a State examination center. Cross-file form is available on the website.

DRUG & ALCOHOL TESTING: You may be required to take a pre-employment alcohol and drug test to determine that you are free of such substances.

EDUCATION: Where high school graduation is required, a High School Equivalency Diploma from any State or an armed forces GED (high school level) will be acceptable. College graduation, when required, must have been from a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices. In evaluating a candidate's qualifications, the equivalent of 30 college credit hours equals one year of college. Transcripts should be submitted with the application or as soon thereafter as possible whenever the qualifications call for a specific college major or specified number of credits. **NOTE:** If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. You can write to this Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.

ELIGIBLE LIST: The eligible list is made up of all candidates who successfully pass all portions of the examination. The eligible list resulting from this examination will remain in existence for a minimum of one year up to a maximum of four years or until terminated by the establishment of an appropriate new eligible list. In the case where a **Promotional** exam is being held in conjunction with an Open Competitive exam in the same title, the resulting eligible list from the Promotional exam will be canvassed first. Any person whose name is on a preferred eligible list and who meets the requirements for a promotion examination in the agency for which the examination is being held is eligible to compete in the examination. Candidates currently holding a permanent 55-a position will be afforded the same opportunity as employees in the competitive class to take promotion examinations, if qualified.

EQUAL OPPORTUNITY: It is the policy of the Seneca County Personnel Department to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination on the basis of age, race, color, religion, national origin, gender, sexual orientation, marital status, or arrest and/or criminal conviction record, unless based upon a bona fide occupational qualification or other exception. Those requiring special testing arrangements (such as military personnel or Saturday religious observers) must note this on their applications. It is Seneca County's policy, in accordance with the Americans with Disabilities Act, to provide equal employment opportunity and equal opportunity to participate in and receive any benefits, services, programs and activities to persons with disabilities. Any person who requires reasonable accommodations and reasonable modifications (e.g. Braille booklet, amanuensis, reader, sign language interpreter, etc.) must note this on their application.

EXPERIENCE: For each examination, unpaid, verifiable part-time and volunteer experience in one of the specialized areas will only be credited when specifically allowed by the examination announcement. The number of years of experience required in the minimum qualifications is based upon the presumption of full-time employment (35-hour workweek). Part-time experience will be prorated.

FALSIFICATION: Falsification of any part of the "Application for Employment" will result in disqualification.

FINGERPRINT CHECK: A state and/or national fingerprint supported background investigation is required before an appointment is made to some positions. If such search is required, the applicant will be responsible to pay the Seneca County Sheriff's Office fee for such search (approximately \$100-150)

INCLEMENT WEATHER: In rare cases, an examination may be postponed if weather conditions are unsafe. In such cases, announcements will be made over the radio on Finger Lakes Ration Group Station: 99.3 – Classic Hits, 96.1, 96.9, 101.9 – Finger Lakes Country, 98.5 – Mix, 101.7 – The Wall and 95.9, 98.1 – News Radio. If an examination is postponed due to weather conditions, a new examination date will be set as soon as possible. Candidates will be notified of such new examination date in writing by Seneca County Personnel Department as soon as this information becomes available.

MEDICAL EXAMINATION: 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.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: Applicants may participate in multiple examinations given for Seneca County on the same day. The maximum time allowed for any combination of examinations is eight (8) hours. If you have applied for multiple examinations scheduled for the same day, please indicate this on your application.

PROHIBITED DEVICES: Cell phones, pagers, and similar devices are prohibited at examination sites. Devices with typewriter keyboards, spell checks, personal digital assistants, address books, language translators, cell phones, smartwatches (i.e. fitbit, iWatch, etc.), dictionaries and/or similar devices are prohibited.

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 Seneca County. Additional information is available at <https://studentaid.gov/sites/default/files/public-service-application-for-forgiveness.pdf>

RATINGS AND REVIEW: When this written 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 and review of examinations apply. Otherwise, rating and review of the examination is governed by the Seneca County Civil Service Rules.

RATINGS REQUIRED: Tests are rated on a scale of 100 with the passing mark at 70.0. Unless the announcement states otherwise, you must pass the written test as a whole and the oral and practical tests, if any. Test instructions may further divide the tests into parts and set minimum standards for each part.

RESIDENTIAL PREFERENCE: Preference in appointment from open-competitive lists may be given to residents of the jurisdiction making the appointments; for appointment in some jurisdictions, you may be required to become a resident thereof, in accordance with law or resolution. Residence requirements and such preferential certifications do not apply in promotion examinations.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

SPECIAL REQUIREMENTS (RELIGIOUS ACCOMMODATIONS, DISABILITIES, MILITARY): If special arrangements for testing are required, you must indicate this on the online application and/or submit a written/mailed request, & arrangements for an alternate date may be made.

VERIFICATION OF QUALIFICATIONS: Candidates may be investigated or called for an interview to determine whether they are qualified for appointments. All statements made by candidates on the application form are subject to verification.

VETERANS: Veterans or disabled veterans (including some current armed forces personnel) desiring to claim additional credit must make application for such additional credit at the time they make application for examination or at any time between the date of application for examination and the date of the establishment of the resulting eligible list. Your eligibility will be determined after we receive this completed application and a copy of your DD214. Candidates who claim credit, but who fail to submit adequate proof of eligibility for such credit by the time the eligible list is established, cannot later be granted credit on such eligible list. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS' CREDITS FORMS AND TO SUBMIT SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Veterans Credits Application forms are available at: the Personnel Office, 1 DiPronio Drive, Waterloo, NY 13165 or by calling 315-539-1710.