



SENECA COUNTY

AN EQUAL OPPORTUNITY EMPLOYER

CIVIL SERVICE OPPORTUNITIES



CORRECTION OFFICER **Exam Number 64119**

VACANCIES: At present there are vacancies in the Seneca County Jail. This eligible list will be used to fill these and future vacancies as they occur in Seneca County.

RESIDENCY: Candidates must have been legal residents of Seneca County or one of the six contiguous counties for one month preceding the date of the written test. Preference in appointment may be given to successful candidates who have been legal residents of the municipality in which appointment is to be made for at least one month prior to the date of certification and are residents of such municipality at the time of appointment.

SALARY: 2018 starting salary \$17.78 per hour

MINIMUM QUALIFICATIONS:

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

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.

SPECIAL REQUIREMENT AT TIME OF APPOINTMENT:

Possession of current valid NYS Driver's License at time of appointment, which must be maintained throughout employment.

NOTE:

No person may be appointed as a Correction Officer who has been convicted of a **felony** or of any offense in any other jurisdiction that if committed in NYS would constitute a felony. A person **may** also be barred from appointment if he/she has been convicted of a **misdemeanor** or of any offense in any other jurisdiction that if committed in NYS would constitute a misdemeanor if the Personnel Officer determines that the employment of such person is not in the best interest of the department.

SPECIAL REQUIREMENTS: 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. Incumbent is required to maintain residency in Seneca County or a contiguous county throughout employment.

Please apply online at <https://seneca-portal.mycivilservice.com/jobopps>

Examination To Be Held:
November 17, 2018

Applications Accepted Up To:
October 9, 2018

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;

Maintain supplies of recreation apparatus and equipment;

Encourages participation in recreation activities and discusses the importance of recreation;

May be directed to work mandatory overtime.

SUBJECT OF EXAMINATION: There will be a written test that you must pass in order to be considered for appointment. Only your score on the written test will be considered when computing your final score. In addition, candidates must meet physical fitness and medical standards. Candidates must pass the written test in order to be scheduled for the qualifying physical fitness test. Candidates who pass the qualifying physical fitness test and who are given a conditional offer of employment will be scheduled to take required medical and psychological examinations.

VETERANS CREDITS: 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.**

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, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten 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 months from the application deadline to provide necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

CROSS-FILING: If you cross file for the **11/17/2018** examination with more than one civil service agency, you must notify each agency in writing before the last filing date so that arrangements can be made for you to take a single written test for all jurisdictions for which you apply. Please indicate on the cross filing form obtained by clicking here: <https://seneca-portal.mycivilservice.com/Crossfile%20Form.pdf> the names of the jurisdictions where other applications have been filed and the location where you wish to sit for this test. Failure to notify each agency may result in disqualification from one or more examinations in the series.

APPLICATION FEE: A fee of **\$20.00** is required for each separately numbered examination for which you apply. When you are applying online, complete the required fields for payment as noted. As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified. **The required fee must accompany your on-line application, or alternatively be mailed to the Seneca County Department of Human Resources.**

Payments by check or money order must be made payable to Seneca County Finance Department with the 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, 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 the application fee is available for individuals who are unemployed and primarily responsible for the support of a household; or individuals who are eligible for Medicaid, or receiving Supplemental Security Income (SSI) payments; or individuals who are receiving Public Assistance in the form of Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance, or are certified eligible for Job Training Partnership Act/Workforce Investment Act programs through a state or local social services agency. If you can verify eligibility for application fee waiver, complete an "Application Fee Waiver Request and Certification" form at this web page: <https://seneca-portal.mycivilservice.com/Application-Fee-Waiver%20ADA.pdf> and submit it with your application.

NOTE: Religious accommodation, handicapped persons: If special arrangements for testing are required, indicate this on your application form. All qualified candidates will be notified by mail as to location of exam, time, date, etc. Also, special testing arrangements for active military members are available.

NOTE: This written examination is being prepared and rated by the NYS Department of Civil Service in accordance with Section 23-2 of the Civil Service rules, regulations dealing with the rating of examinations will apply to the written test.

NOTE , Use of calculators, 'Spell Checkers, Personal Digital Assistants, Address Books,' Language Translators, Dictionaries, or similar devices are PROHIBITED.

GENERAL INSTRUCTIONS AND INFORMATION:

1. To apply online, please visit <https://seneca-portal.mycivilservice.com/jobopps>.
2. Before filling out your application, read the announcement for this examination carefully. When completing your application be sure to enter the examination title which identifies the examination for which you are filing.

3. Do not interpret a notice to appear for, or actual participation in the examination, to mean that you have been found to fully meet the announced requirements. Depending on the time available before an examination, applicants may be admitted to the examination on the basis of statements made on the application or conditionally, without prior review of the application. Such statements may not be reviewed and/or verified until after the examination is held. At that time, those candidates not meeting the requirements will be disqualified and notified of such disqualification. Those candidates who are subsequently disqualified after taking the test will NOT be notified of their score.
4. Notify this agency immediately of any change of address. When writing, give the title of examination.
5. Falsification of any part of the "Application for Employment" will result in disqualification.
6. Applicants must answer every question on the application form and make sure that the application is complete in all respects. An incomplete application may result in its disapproval.
7. The candidate must complete an "Application for Employment" for each open-competitive and/or promotion examination he/she is eligible to take.
8. All experience required to meet the acceptable training and experience is full-time experience. (Part-time experience will be credited on a pro-rated basis.)
9. Appointment from an eligible list must be made from the top three candidates willing to accept appointment.

Subjects of examination: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. Applying written information in a correctional services setting

These questions test for the ability to read, interpret, and apply rules, regulations, directives, written narratives and other related material. You will be required to read a set of information, and to appropriately apply the information to situations similar to those typically experienced in a correctional services setting. All the information needed to answer the questions asked concerning the situations presented is contained in the rules, regulations, etc., which are cited.

2. Observing and recalling facts and information

These questions test for the ability to observe and recall information presented. You will be presented with information describing or depicting prison scenes or other facts. You will have a short time to observe and memorize the information before it is collected by the monitor. You will then be asked to recall specific details about the information presented.

3. Preparing written material

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

4. Understanding and interpreting written material

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

A Guide for the Written Test for 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 copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

PHYSICAL/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. The physical/medical standards include a fitness test, a medical standards evaluation, and a substance abuse screening.

NOTE: Qualified applicants are encouraged to maintain good physical fitness practices as candidates who fail to complete the agility test will be given only one opportunity to retake the physical fitness test.

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-day waiting period for the first and final retest. A candidate can be tested a total of two times on the physical fitness test. If a candidate does not qualify on the physical fitness test, he/she will have to re-apply for the written test. **No name will be certified from the eligible list until after successfully completing the entire physical fitness test.**

**POSITIVELY NO APPLICATION WILL BE ACCEPTED AFTER THE LAST FILING DATE.
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Posting Date: **August 17, 2018**