



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424
www.ontariocountyny.gov ~ ~ (585) 396-4465

Vision: A vibrant community where every citizen has the opportunity to be healthy, safe and successful

Mission: Provide strategic and responsive public services that are fiscally responsible and sensitive to the diverse and changing needs of our community

CORRECTION OFFICER

Civil Service Exam held in Ontario County
(Open to the public)

<u>Exam Date*</u>	<u>Exam Number</u>	<u>Application Fee**</u>	<u>Application Deadline</u>
December 11, 2021	67-154	\$20.00 (Do not send cash)	November 3, 2021

*Due to required social distance requirements this examination may be held in multiple sessions, over a two-day period. The day and session assigned will be random; requests for a specific day or session will be not be granted except for religious accommodations as noted in this document.

****The non-refundable Application and Administrative Fees must be submitted at time of application (credit or debit card only).**

A *Fee Waiver is available to candidates who meet the requirements.

It is the applicants' responsibility to clearly show that they meet the minimum qualifications for the position.

Pay Rate: Ontario County 2021 salary range: \$46,134.40 (\$22.18/hr.).

Vacancy: This examination is being held to establish an Eligible List to fill future vacancies in this title, which may occur during the life of the Eligible List. An eligible may receive only one Permanent appointment from this Eligible List. If an eligible accepts a Contingent-Permanent appointment their name will be removed from the Eligible List only for the department or agency in which she/he received the Contingent-Permanent appointment. Once appointed, there will be a probation period of 8 to 52-weeks based on performance of duties.

Eligible Lists established by Ontario County Department of Human Resources are used to fill vacancies in Ontario County Government.

Residency Requirements: Candidates must have been legal residents of New York State for at least one month immediately preceding the examination date.

In accordance with Section 23-4 (a) of the Civil Service Law, **preference in appointment** may be given to residents in the jurisdiction where the vacancy exists. When preference in certification is given, an eligible must have been a resident of such municipality for at least one month prior to the date of certification and must be a resident of such municipality at the time of certification and appointment. Applicants must list a home address to be considered for preference in certification.

Qualifications: County Values: All employees of Ontario County are expected to uphold and exhibit the County's shared values and behaviors to achieve the County's Vision and Mission.

Minimum Qualifications: Graduation from high school or possession of a high school equivalency diploma.

Special Requirements for Appointment:

- Possession of a valid New York State Operator's license and maintenance of such license throughout the tenure of employment in the position.
- At the time candidate is being considered for appointment, candidate must meet physical agility and medical standards.

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Special Requirements for Appointment: (Continued)

- 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 State Commission of Corrections.

Special Requirements for Assignment to the Scuba Squad Team: All active divers on the Scuba Team will be required to successfully pass an annual physical examination as prescribed by the County physician, must complete 20 hours of training and conditioning annually, and must complete at least four (4) practice or active dives during the summer months to successfully demonstrate capability to serve on the Squad, including at least one "cold water" dive.

Anticipated Eligibility: Applicants who lack thirty days, or less, of meeting the minimum qualifications by the date of the examination will be admitted conditionally to the examination. However, proof of the additional days' qualifications must be submitted prior to the establishment of the eligible list.

Job Description: This position involves responsibility for the custody, security, conduct, discipline, safety and general well-being of male and female inmates confined to the County correctional facility. The duties involve considerable inmate contact and supervision. Work procedures for functions are well defined but incumbents must be alert to possibilities of emergency situations and use sound judgement in overcoming problems. Strenuous physical exertion is required in dealing with uncooperative inmates. The work is performed under the direct supervision of a higher-ranking correctional officer. An employee in this class is a peace officer and may be required to carry a firearm in the performance of duties when authorized by the Sheriff. Does related work as required.

Qualifying Physical Agility Test: Qualified applicants are encouraged to maintain good physical fitness practices as they will be called to the physical fitness test on an as needed basis. Candidates will be given only two opportunities to pass the **Physical Fitness Test**. Complete testing policy is available in the Department of Human Resources upon request.

Background Investigation and Additional Requirements: Each candidate will be subject to a thorough background investigation. Applicants may be required to authorize access to educational, financial, employment, criminal history, mental health records or other records and participate in a polygraph examination. Conviction of a felony will bar appointment. Conviction of a misdemeanor or other offenses is subject to evaluation and may bar employment. At the discretion of the employing law enforcement agency, candidates may be subject to additional screenings as a term and condition of employment, including fingerprinting and a medical examination. Applicant will be responsible for the necessary fees for the fingerprint processing.

Drug testing is included in the required medical exam.

Psychological Evaluation: You will be required to participate in a psychological evaluation to determine your fitness to perform the essential duties of the position prior to appointment. 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

Ontario County and the Department of Human Resources is committed to a Drug Free Workplace and has determined that the use or sale of illegal controlled substances, including exchanging or giving to another of any illegal controlled substance, may disqualify candidates from employment as a Correction Officer.

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

- 1. 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.
- 2. 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.
- 3. 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 service setting. All the information needed to answer the questions asked concerning the situations presented is contained in the rules, regulations, etc., which are cited.
- 4. 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.

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.

Candidates are allowed to use quiet, hand-held, solar or battery powered calculators. Devices with Typewriter Keyboards, Spell Checkers, personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are prohibited. Cell phones, SmartWatches or any similar electronic devices are prohibited. You may not bring books or other reference materials. **You will not be permitted to use the calculator function of your cell phone.**

EMERGENCY CANCELLATION OF EXAMS WILL BE ANNOUNCED ON:

Ontario County Human Resources Webpage at www.ontariocountyny.gov/HumanResources.; and
NOTICE will be emailed to all approved Applicants no later than 7:30 AM the day of the scheduled exam.

Applications and further information may be obtained by visiting the ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES website at www.ontariocountyny.gov/HumanResources. Completed applications and application fees must be filed by 11:59 p.m. on **November 3, 2021**.

It is the candidates' responsibility to keep their contact information (email address, phone number & USPS mailing address) current. The Address Change Form can be found at the Ontario County Department of Human Resources website: www.ontariocountyny.gov/HumanResources. To be considered for preference in certification based on residency, you must include the city and/or town/village and school district you live in. All communication is done electronically through the applicant provided email address.

If candidate **fails to receive an admission letter** at least seven days prior to the examination date, you should contact the Department of Human Resources immediately.

Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, check the box under “**Religious Accommodation**”. We will make arrangements for you to take the test on a different date (usually the following business day).

Disabled persons: If special arrangements for testing are required, indicate this on your application form.

CROSSFILER: Applying for Civil Service Examinations in Multiple Agencies When The Exams are Scheduled on Same Date: If you have applied to take a written test for other local jurisdictions (county, town, city) scheduled on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date of the test site at which you wish to take your examination, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center. You must provide a list of all exam titles, numbers and locations for which you have applied on a Cross Filing Form. Click [here](#) to access the Cross Filing Form and once completed, please forward to: hr@ontariocountyny.gov.

*The required **NON-REFUNDABLE application and administrative fees** must be submitted at time of application. If your application is disapproved, the fees will not be returned to you. Do not send cash, check or money order. If you are approved and do not appear for the examination, you forfeit the fees as no refunds will be made. In accordance with Civil Service Law, Section 50.5(b), an exception to the fee requirements will be made only for persons who are unemployed and primarily responsible for the support of a household or who are receiving public assistance. The Fee Waiver Form can be found at the Ontario County Department of Human Resources website: www.ontariocountyny.gov/HumanResources.

Special requirement for appointment in school districts or BOCES: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a School District or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

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 the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

Any member of the **Armed Forces** of the United States of America, who having duly filed an application to compete in a scheduled competitive examination for Civil Service employment by the State of New York or any of its subdivisions and who due to active military duty is deprived of the opportunity to compete in such examination shall be provided with an opportunity to compete, under terms and conditions deemed appropriate by the State Department of Civil Service or Municipal Commission, by way of a special military make-up examination.

Public Service Loan Forgiveness Program (PSLFP) - The PSLF Program is intended to encourage individuals to enter and continue to work full-time in public service jobs. Under this program, you may qualify for forgiveness of the remaining balance on your (Direct Loan) loans after you have made 120 qualifying payments on those loans while employed full-time by certain public service employers. For more information about this program go to: <https://studentaid.ed.gov>.

Ontario County is an **Equal Opportunity Employer** and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status or disabilities and, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

This examination is announced and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Law and Rules and Regulations dealing with the rating of examinations will apply to this examination.

Michele O. Smith Director of Human Resources Correction Officer Exam No. 67-154 Issued: September 8, 2021
