



Ontario County Department of Human Resources
3019 County Complex Drive
Canandaigua, NY 14424

www.co.ontario.ny.us | (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

JOB POSTING NOTICE

TITLE: Correction Officer, Part-Time

DEPARTMENT: Office of Sheriff

RATE OF PAY: \$22.18/HR

TYPE: Permanent, Part-Time Position

NOTE: Appointment pending physical agility and Sheriff's background check.

JOB SPECIFICATION:

DISTINGUISHING FEATURES OF THE CLASS: 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.

TYPICAL WORK ACTIVITIES: (Illustrative only)

- Maintains jail security and inmate discipline by supervising the movement and activities of inmates and maintaining order within the facility;
- Supervises inmates' scheduled work activities including commissary, laundry exchange and work details outside of the facility;
- Provides a safe and secure environment for inmates, visitors and staff;
- Performs guard duties at various locations;
- Conducts headcounts and security checks;
- Uses computerized electronic security equipment, telephones, intercoms, CCTV and electronic recording equipment to oversee the security of the facility;
- Obtains fingerprints and photographs inmates for commitment and identification purposes;
- Advises inmates on the rules and regulations governing the operation of the facility;
- Assists inmates in resolving problems and mediates disputes between inmates;
- Assigns inmates to cells and keeps records on inmates;
- Supervises the movement and activity of inmates including meal and recreation periods;
- Accepts and inventories inmate's personal clothing and property;
- Arranges for clothing and records for transfer of persons to courts, penal institutions and hospitals;

Performs clerical duties connected with the release of inmates;
Prepares reports and arrest records and keeps records on inmates;
Secures and delivers various items for inmates such as commissary, books, writing materials, prescription medications and over-the-counter medicines;
Supervises visitation of inmates, assists visitors, screens and monitors persons seeking access to secure areas of the facility;
Makes periodic rounds and visual inspections of assigned areas and conducts searches for contraband;
Maintains knowledge of inmate population and cell assignments;
Observes inmate behavior and demeanor to determine mental state and refer for treatment;
Subdues uncooperative or violent inmates using defensive tactic maneuvers or approved non-lethal weapons;
Transports inmates to other correctional facilities, court, medical appointments and outside work details;
May be assigned to Scuba Squad Team, being responsible for the maintenance of own equipment;
May be assigned to court detail to ensure security.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Ability to communicate positively and effectively, in writing and orally, with inmates, coworkers, and supervisors; ability to understand and carry out oral and written instructions; ability to maintain the discipline and order of inmates and elicit their respect and cooperation on a day-to-day basis; ability to process memory for facts and information; ability to exercise sound judgment in evaluating situations and decision making under stressful conditions; ability to effectively use computer applications such as word processing, e-mail, and database software in performing work assignments; working knowledge of first-aid and CPR methods; good powers of observation; mental alertness; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENTS 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.
- 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.

CORRECTION OFFICER PHYSICAL FITNESS TEST

In order to be eligible for a Correction Officer, Part-Time position, you must pass the required physical fitness test. In preparation for the physical fitness test, please be aware of the following:

- You will need a doctor's release note in order to participate in the physical fitness test.
- If you do not appear for this test, you will no longer be eligible for appointment. You will need to reapply for the position.
- You will receive one re-test opportunity if you are not successful in this physical fitness agility.
- This physical agility is good for one year.

REQUIREMENTS FOR THE QUALIFYING PHYSICAL FITNESS TEST

A total score of 20 is required for passing this test; the scores attained on the five individual tests are added together to obtain your final score.

TEST I - TRUNK FLEXION TEST – 3 CHANCES

Candidates will assume a sitting position on the floor with the legs extended at right angles to a line drawn on the floor. The heels should touch the near edge of the line and be 5 inches apart. The candidate should slowly reach with both hands as far forward as possible on a yardstick that is placed between the legs with the 15 inch mark resting on the near edge of the heel line. The Score is the most distant pull (measured in (inches) reached on the yardstick with fingertips.

<u>Rating</u>	<u>Trunk Flexion (inches)</u>	<u>Points</u>
Excellent	22 and over	6
Good	20-21	5
Average	14-19	4
Fair	12-13	3
Poor	10-11	2
Very Poor	9 and under	1

TEST II – HAND GRIP STRENGTH TEST – 3 CHANCES

The candidate places the dynamometer (hand grip tester) at the side and without touching the body with any part of the arm, hand, or the dynamometer, should grip the dynamometer as hard as possible in one quick movement. The best of the 3 tries will be recorded.

<u>Rating</u>	<u>Hand Grip in Kg.</u>	<u>Points</u>
Excellent	65 and above	6
Good	57-64	5
Average	45-56	4
Fair	37-44	3
Poor	30-36	2
Very Poor	29 and under	1

TEST III-STANDING BROAD JUMP– 3 CHANCES

Candidates will be permitted 3 chances in consecutive order, and the longest distance will be credited. Candidates will be required to jump from a standing position, both feet together. Distance of jump will be recorded from starting point to back of heels. It is each candidate's responsibility to have a non-skid surface on the soles of his sneakers.

<u>Rating</u>	<u>Distance</u>	<u>Points</u>
Excellent	7'10" or better	6
Good	7' to 7'9"	5
Average	6'1" to 6'11"	4
Fair	5'6" to 6'0"	3
Poor	5'0" to 5'5"	2
Very Poor	less than 5'	1

TEST IV – ONE MINUTE SIT-UP TEST

The candidate will start by lying on the back with the knees bent so that the heels are about 18 inches away from the buttocks. An examiner will hold the ankles to give support. The candidate will then perform as many correct sit-ups (elbow alternately touching the opposite knee) as possible within one-minute period. The candidate should return to the starting position (back to floor) between sit-ups.

<u>Rating</u>	<u>Sit-ups in 1 minute</u>	<u>Points</u>
Excellent	35	6
Good	30-34	5
Average	20-29	4
Fair	15-19	3
Poor	10-14	2
Very Poor	9 and under	1

TEST V – THREE MINUTE STEP TEST

The candidate will step for three minutes on a 12-inch bench at a rate of 24 steps per minute. A metronome will maintain the time. Immediately after the 3-minutes of stepping, the subject will sit down and relax without talking. A 60-second heart rate count is taken starting 5 seconds after the completion of stepping.

<u>Rating</u>	<u>Pulse</u>	<u>Points</u>
Excellent	75-84	6
Good	85-94	5
Average	95-119	4
Fair	120-129	3
Poor	130-139	2
Over	140	1

If you have any questions regarding the
civil service exam process, contact the
Ontario County Department of Human Resources at
(585)396-4465 or at hr@co.ontario.ny.us.

