



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

[www.ontariocountyny.gov](http://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>Training &amp; Experience Online Exam</u>	<u>Exam Number</u>	<u>Application Fee*</u>	<u>Application Deadline</u>
12/1/23 to Midnight 12/31/23	62-314	\$20.00 (Do not send cash)	November 3, 2023

\*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.

**Pay Rate:** Ontario County 2023 starting salary: \$53,476.80 (\$25.71/hr).

**Residency Requirements:** Candidates must have their domicile as New York State for at least one month immediately preceding the examination date.

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

### 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 higher, 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.

**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.

**Special Note: Education:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

**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.

**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, its Cities, Towns, Villages, School Districts, Fire Districts, and public libraries, the Finger Lakes Community College, Geneva Housing Authority, and the Wayne-Finger Lakes BOCES.

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.

**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. Incumbent must possess fluency in understanding, speaking, reading, writing and translating Spanish and English. Does related work as required.

**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.

**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**. A description of the physical fitness test and requirements are attached. 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 but not limited to, fingerprinting and psychological testing. Drug testing is included in the required medical exam. Applicant will be responsible for the necessary fees for the fingerprint processing.

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:**

**What this examination consists of (Subjects of Examination):**

There will be no written multiple-choice test. This is an online examination questionnaire that asks questions about your education, training, and work experience. This online questionnaire IS YOUR EXAMINATION.

**First Step** - Candidates must first complete an examination application and submit it to the **Ontario County Department of Human Resources** on or before 11:59 p.m. on the last filing date of **November 3, 2023**.

**Second Step** - Approved candidates will be sent a notice containing directions to a website address needed to complete a Training & Experience (T&E) Questionnaire.

**Third Step – Complete the online Training & Experience (T&E) Questionnaire between December 1, 2023 and midnight, December 31, 2023.** The answers you provide in the questionnaire will be used to rate and score your test against the general requirements of the position. Your score will be based on training and experience you gained before the application filing date of November 3, 2023. The questionnaire will close on midnight, **December 31, 2023**.

**Information for applicants who are taking multiple T&E examinations for Correction Officer, also known as Cross-filers:**

Individuals can participate in multiple examinations in each format to maximize their opportunity for appointment.

Individuals can cross-file between multiple agencies that are participating in the T&E format examination. The candidates will need to apply, be registered, and complete the T&E questionnaire for each agency. Once the first questionnaire is completed, the candidate can review and submit the same questionnaire for the second, third agency, etc. since the answers will already be in the system.

There will not be a multiple-choice exam offered at this time.

**Taking the online T&E examination and creating a personal NY.GOV ID Accounts**

Approved applicants will need to access the T&E 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 second personal NY.GOV ID.

**Don't have an NY.gov account?**

Create Account 

**Sign in to your existing NY.gov account**

Sign In

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](mailto:fixit@its.ny.gov).

### **Helpful Tips for Completing the Questionnaire**

We recommend that you review the questionnaire in its entirety and collect all the information you will need to complete the questionnaire (e.g., documents related to your education, licenses, certifications, etc.). Then set aside a block of time that is free of interruptions while you work on the questionnaire. Answer all questions that apply to your education, certification, and work experience as completely and accurately as possible. Save the information that you enter on each page by clicking on the "Save" button which is located at the end of each section. Review and print all saved information before you submit your completed questionnaire.

**Shared Questionnaires:** Multiple examination(s) may use the same questionnaire. A list of the examination(s) used for each are noted under the questionnaires. If you have applied for multiple examinations that utilize the same questionnaire, your submission will apply to all examinations you have applied to. If you subsequently wish to apply for additional examination(s) that use this questionnaire, you will be required to submit a separate questionnaire. This will not change your previous submission for the previous examinations.

**Shared Questions:** If you have filled out any questionnaires in the past, you may see saved responses pre-populated where appropriate. This feature is provided as a convenience to candidates. It is your responsibility to make sure all your responses are accurate before you submit each questionnaire, including any pre-populated responses. You can change, delete, or modify the information on the questionnaire before you submit it for a new examination; however, this will not change your previous submission. Each examination is scored based on your submission for that examination number.

### **Completed Questionnaires**

Before you submit your questionnaire(s), you will be prompted to review your entries. We recommend you print a copy of your responses to keep for your own records because this will enable you to check the information before you make your final submission. When you submit your questionnaire(s), you will receive a confirmation stating that your questionnaire has been successfully submitted.

### **Frequently Asked Questions**

For questions and answers about completing the online questionnaire, please visit the frequently asked questions page on our website at <https://www.cs.ny.gov/testing/faqs.cfm>.

Applications and further information may be obtained by visiting the ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES website at [www.ontariocountyny.gov/HumanResources](http://www.ontariocountyny.gov/HumanResources). Completed applications and application fees must be electronically submitted by 11:59 p.m. on **NOVEMBER 3, 2023**.

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](http://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.

\*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](http://www.ontariocountyny.gov/HumanResources).

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 maximum 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: <http://studentaid.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. 62-314  
Issued: September 12, 2023

## **CORRECTION OFFICER PHYSICAL FITNESS TEST**

As mentioned on the exam announcement for Correction Officer, you must pass the required physical fitness test with a minimum total score of 20 in order to qualify for appointment. In preparation for the physical fitness test, please be aware of the following:

- Physical fitness admission notices are emailed to candidates; therefore, make sure to notify the Department of Human Resources of email address changes.
- You will be notified via email of the physical fitness test approximately two weeks before the test date.
- If you cannot take the fitness test on the announced test date due to a conflict, contact this Office prior to the test date so that your status on the Eligible List remains active.
- If you do not appear for or fail the physical fitness test, your name will be removed from the eligible list.
- Candidates who fail the physical fitness test will be given one retest opportunity.
- You will need a current doctor's release note in order to participate in the physical fitness test.
- Only the candidates who pass the written exam will be contacted to participate in the physical fitness test.

### **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 test 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.

Rating	Trunk Flexion (inches)	Points
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.

Rating	Hand Grip in Kg.	Points
Excellent	65 and above	6
Good	52-64	5
Average	30-51	4
Fair	22-29	3
Poor	15-21	2
Very Poor	14 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.

Rating	Distance	Points
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 bent-leg sit-ups as possible within one-minute period. The candidate should return to the starting position (back to floor) between sit-ups.

Rating	Sit-ups in 1 minute	Points
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.

Rating	Pulse	Points
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](mailto:hr@co.ontario.ny.us).



