



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

JOB POSTING #: _____ **POSTING DATE*: FROM:** 1/22/25 **TO:** 12/31/25

JOB TITLE: Correction Officer (Part-Time)

RATE OF PAY: \$27.80/hr.

LOCATION: Ontario County Office of Sheriff

MINIMUM QUALIFICATIONS AS SHOWN ON JOB DESCRIPTION

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.

PLEASE SEE PAGE 2 FOR QUALIFICATIONS & SPECIAL REQUIREMENTS

APPLICATION DEADLINE / LAST FILING DATE*: until filled

* Last filing date established for an announced exam always supersedes posting date.

HOW TO APPLY: All applications must be received through the [Ontario County Civil Service Employment Portal](#).

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, disabilities or, 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.

Rev. 7/22/2020

CORRECTION OFFICER

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 AND be at least 18 years of age on or before the examination date.

SPECIAL REQUIREMENTS – AT TIME OF APPOINTMENT:

1. Driver's License: Possession of a valid New York State Operator's license and maintenance of such license throughout the tenure of employment in the position.
2. Medical & Physical Agility: At the time candidate is being considered for appointment, candidate must meet physical agility and medical standards.
3. Citizenship: 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.
4. 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 one opportunity 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.
5. 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.

SPECIAL REQUIREMENT – FOR PERMANENT APPOINTMENT: Training: 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.

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.

REVISED: 11/8/99; 10/27/14, 11/25/16, 03/31/17, 11/27/17; 2/13/23; 7/10/23
CIVIL SERVICE CLASSIFICATION: COMPETITIVE

CORRECTION OFFICER (PART-TIME) PHYSICAL FITNESS TEST

As mentioned in the job posting for Correction Officer (Part-Time), you must pass the required physical fitness test in order to qualify for appointment. In preparation for the physical fitness test, please be aware of the following:

- You will need a current doctor's release note in order to participate in the physical fitness test.
 - If you do not appear for or fail the physical fitness test, you cannot apply again for the position for another 6 months
 - Only the candidates who pass the physical fitness test will be eligible for appointment.
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REQUIREMENTS FOR THE QUALIFYING PHYSICAL FITNESS TEST

The physical ability test consists of eight (8) evolutions. Participants must successfully complete all 8 of these evolutions in three minutes (00:03:00) to receive a passing score. If a candidate cannot successfully complete any of the evolutions or cannot complete the course in the allotted time, the candidate will be scored as a failure.

1. 100-yard sprint
 - Candidate will sprint 100 yards (300 Feet).
2. Obstacle Vault
 - Candidate will go over a three (3) foot obstacle in a safe and secure manner.
3. Door Unlock
 - Candidate will unlock a door.
4. Stair Ascent
 - Candidate will ascend a flight of stairs.
5. Suspended Dummy Raise
 - Candidate will raise a suspended dummy weighing 80 lbs. for ten (10) seconds. (i.e. lifting dummy to loosen a rope)
6. Stair Descent
 - Candidate will descend a flight of stairs.
7. Door Lock
 - Candidate will relock the door from whence they entered.
8. Dummy Drag
 - Candidate will drag a dummy weighing 175 lbs., ten (10) feet.