



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

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

**Training & Experience Online Exam**  
6/1/25 to Midnight 6/30/25

**Exam Number**  
60032-880

**Application Fee\***  
\$20.00 (Do not send cash)

**Application Deadline**  
May 20, 2025

\*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 2025 starting salary: \$57,824 (\$27.80/hr).

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

**Residency Requirements – at Time of Appointment:** Pursuant to Ontario County Local Law # 2 of 2018, successful candidates must be a resident of Ontario County or a county contiguous to Ontario County at the time of appointment.

➤ 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 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.

**Anticipated Eligibility:** Applicants who lack meeting the minimum qualifications at time of application but will qualify by the last filing date will be admitted conditionally to the examination. Proof of the additional 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 60-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. 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 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.

**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.

**Scope of the 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. If you meet the minimum qualifications, you will receive a rating based upon an evaluation of your training and experience against the duties of the position being tested.

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 **May 20, 2025** for the June 1, 2025 exam.

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

The Training and Experience (T&E) Questionnaire will be available on **June 1, 2025**, and approved candidates will be required to complete and submit this questionnaire between **June 1, 2025 and midnight, June 30, 2025**. Candidates will not be able to claim any credit for training or experience to be gained after the application filing deadline of **May 20, 2025**.

Candidates who fail to submit their questionnaire by **June 30, 2025** will **receive the minimum rating of 70**.


Note: Individuals can participate in Correction Officer examination for other municipal civil service agencies to maximize their opportunity for appointment. Interested candidates will need to separately apply, be registered, and complete the T&E questionnaire for each municipal civil service agency according to each agency's guidelines. In addition, the application and T&E questionnaire process for the NYS Correction Officer Trainee exam program is separate from the Correction Officer T&E exam program for municipal civil service agencies. Visit [cs.ny.gov](https://cs.ny.gov) for more information on applying to State exams.

**Taking the online T&E examination and 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. 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.

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

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

Create Account 

Sign In

Applicants should not create a new personal NY.GOV ID. 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).

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 **MAY 20, 2025** for this June exam date.

This examination is being held on a continuous recruitment basis. The Training and Experience Exam will be held periodically. Candidates who meet the qualifications and pass the exam will have their names placed on the eligible list in the order of final scores, regardless of the date on which they filed or took the exam. Generally, the names of qualified candidates will remain on the eligible list for 1 year. Any qualifying tests (pass/fail) will be scheduled as needed. We reserve the right to terminate this special recruitment program.

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.

**Veterans' Credits:** Honorably discharged veterans may apply for additional points to be added to their final passing score on civil service examinations. The *Application for Veterans Credits*, the *Authorization for Disability Record*, and additional information regarding the requirements are available on our website at: [www.ontariocountyny.gov/HumanResources](http://www.ontariocountyny.gov/HumanResources). Completed forms must be received by this office before the Eligible List, from this examination, is established.

**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 Training and Experience Exam was prepared and 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 preparation and scoring of examinations apply to this test. No review is available for the Training and Experience Exam as the opportunity for retest exists.

Michele O. Smith  
Director of Human Resources

Correction Officer  
Exam No. 60032-880  
Issued: April 15, 2025