

WARREN COUNTY DEPARTMENT OF CIVIL SERVICE ADMINISTRATION
announces
PROMOTION EXAMINATION
for
CORRECTION SERGEANT

LAST FILING DATE: August 10, 2018
EXAMINATION DATE: September 29, 2018

STATE NO. 75938
LOCAL NO. 3050

NON-REFUNDABLE \$15.00 APPLICATION FEE REQUIRED
(CHECK OR MONEY ORDER ONLY – NO CASH)

LOCATION/VACANCIES: This examination is being held to establish an eligible list to be used as vacancies exist or occur in the Warren County Sheriff's Office.

SALARY: 56,243

MINIMUM QUALIFICATIONS: This promotion examination is limited to employees of the Warren County Sheriff's Office who have held permanent status as a Correction Officer for two years immediately preceding the date of the examination.

DUTIES: (illustrative only) This position involves responsibility for coordinating, supervising and managing all activities of subordinate correction officers as they relate to providing safety, security and control within the Warren County Correctional Facility. This is a first-line supervisor position responsible for the direct supervision of Correction Officers

SUBJECT OF EXAMINATION: Written test will cover knowledge, skills, and/or abilities in such areas as:

1. **NEW YORK STATE MINIMUM STANDARDS FOR CORRECTIONAL FACILITIES:** These questions test knowledge of the Minimum Standards for state, county, and local correctional facilities that are promulgated by the New York State Commission of Correction in areas such as the admission/discharge, care, custody, movement, correctional treatment, security, supervision, and discipline of all persons confined in these systems.

2. **COORDINATING APPROPRIATE RESPONSES TO EMERGENCIES, DISTURBANCES AND OTHER UNUSUAL SITUATIONS:** These questions test for knowledge in such areas as: anticipating possible correctional emergency situations, responding to situations promptly and allocating staff where needed; notifying supervisors of situations when appropriate; acting within rules to alleviate problems as quickly as possible with minimum use of force; investigating the causes of incidents; submitting reports on incidents.

3. **SUPERVISING INMATE CORRECTIONAL PROGRAMS, SERVICES, VISITATION AREAS AND CORRECTIONAL STAFF:** These questions test for knowledge in such areas as: coordinating programs with civilian staff; ensuring that all employees relate well to visitors and guests and answer their questions in accordance with facility rules; organizing and supervising special programs involving outside groups (e.g., Alcoholics Anonymous, Narcotics Anonymous, etc.) and insuring full cooperation from employees.

The questions may also deal with such areas as: understanding new concepts and developments in the field of Corrections, and evaluating employees' capabilities and limitations on the job.

4. **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.

A Guide for the Written Test for First Line Correctional Supervisor 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.

NOTE: Calculators are **PROHIBITED** for this exam. No books or reference material will be allowed into the examination site. Cell phones and other electronic communication devices are **PROHIBITED**.

SENIORITY: Points will be added to a passing score as follows:

- Less than 1 year.....0 points
- 1 year up to 6 years.....1 point
- Over 6 years up to 11 years.....2 points
- Over 11 years up to 16 years.....3 points
- Over 16 years up to 21 years.....4 points
- Over 21 years up to 26 years.....5 points

HOW TO APPLY: Applications and information may be obtained from the Warren County Department of Civil Service Administration, or from the web site: www.warrencountyny.gov/civilservice *Application/exam fee must be submitted to the Warren County Civil Service Administration before the close of business at 4:30p.m. on the last file date listed on the Examination Announcement. Applications received via U.S. Mail will be accepted only if postmarked on or before the last file date.* You are responsible for completing **ALL** sections of the official application. To receive credit for experience on a job, basic information such as address, name and title of supervisor, hours in the workweek, final salary, etc. must be shown. Ambiguity and vagueness **WILL NOT** be resolved in your favor.

APPLICATION FEE: An application processing fee as specified on this announcement must accompany the application. **CHECK OR MONEY ORDER ONLY** must be payable to **WARREN COUNTY TREASURER. DO NOT SEND CASH. YOU MUST LIST THE EXAM NUMBER ON THE CHECK OR MONEY ORDER.** You are responsible for comparing your qualifications with the minimum qualifications posted on this examination announcement. **THERE WILL BE NO REFUNDS** if your application is disapproved.

Application Fee Waiver : A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a “Request for Application Fee Waiver and Certification” form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement.**

Special Arrangements, Reasonable Accommodations and Active Military Members: Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and candidates with a disability who require reasonable accommodations to take the test must clearly indicate the need for special arrangements on their Application. Candidates who are called to military service after filing an Application should send requests for an alternate test date to our Office as soon as possible before the test date. Military Service Members who apply for an examination during the filing period but are on active military duty on the date the examination is scheduled may request a military make-up examination. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the test date. You must submit with your application the type of special arrangements or reasonable accommodations requested accompanied by all supporting documentation.

Veteran’s Credits: Veterans or disabled veterans who may be eligible for additional credits must check the appropriate areas on the application and also submit a separate **Application for Veteran’s Credits** and supporting documentation. Applications and information for veteran’s credit s may be obtained at the Warren County Department of Civil Service Administration.

NOTE: 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.

Conflicting Exams: If you have applied with any other local Civil Service agency for any other examination held on the same day, you must make arrangements with each agency to take all your examinations at one test site no later than two weeks before the test date. If you have applied for both State and Local examinations, you must make arrangements with this agency to take all your examinations at a State examination center no later than two weeks before the test date. If you have questions please contact Warren County Civil Service at (518) 761-6440.

GENERAL INSTRUCTIONS AND INFORMATION

1. Positive identification will be required at the test site.
2. Falsification of any part of the "Application for Employment" will result in disqualification.
3. Applicants must answer every question on the application form and make sure that the application is complete in regard to meeting the minimum qualifications for this examination. There will be no refund of the application fee should your application be disapproved. Time and place of the examination will be mailed to candidates whose application has been approved, one week before examination date.
4. Where a degree is required for minimum qualification, **DO NOT SEND TRANSCRIPT UNLESS REQUIRED ON THIS ANNOUNCEMENT.**
5. Appointments from an eligible list must be made from the top three candidates willing to accept appointment. All eligible lists will be established for a maximum of four years or the establishment of a new list. It is probable that a number of titles will have an insufficient number of candidates and examinations for these titles will be held on a more regular basis with eligible lists being replaced within the four-year period. Candidates are advised to review our examination postings at our web site: www.warrencountyny.gov/civilservice Probable examination series, which would have more frequent examination, include but are not limited to: clerical, accounting, social services, and uniformed services. It is strongly recommended that all potential applicants continuously review postings on our web site. Candidates will **NOT** be notified should eligible lists expire within the four-year period.
6. It is the responsibility of the candidate to notify the Warren County Department of Civil Service of any change in name and/or address. No attempt will be made to locate candidates who have moved.
7. The passing grade for this examination is 70. Background checks may be required for appointment.
8. The salary of this position is subject to change from time to time, or may be different in agencies serviced by the Warren County Department of Civil Service; vacancies may, therefore, be filled at a higher or lower salary than the one announced.
9. **SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND 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.
10. **BACKGROUND INVESTIGATION:** Applicants may be required to undergo extensive investigation of criminal history and background, which may include a fingerprint check, to determine suitability for appointment. Costs related to such investigation may be borne by the applicant. Failure to meet the standards of investigation may result in disqualification.

This written test is being prepared and rated by the N.Y.S. Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the N.Y.S. Civil Service Rules and Regulations dealing with the rating of examinations will apply to this exam.

ISSUED: July 13, 2018

**Patricia C. Nenninger
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WARREN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

View all examination announcements on line at: www.warrencountyny.gov/civilservice