

WARREN COUNTY DEPARTMENT OF CIVIL SERVICE ADMINISTRATION

Announces

OPEN COMPETITIVE EXAMINATION

For

CORRECTION OFFICER

LAST FILING DATE: October 12, 2018

STATE NO. 66736

EXAMINATION DATE: November 17, 2018

LOCAL NO. 3007

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

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

SALARY: \$ 40,535.95

RESIDENCY: Candidates must have been legal residents of Warren County or a contiguous county (Washington, Saratoga, Hamilton, or Essex) for at least four months immediately preceding the date of the written exam.

DUTIES: (illustrative only)

Makes periodic rounds, supervises the movement and activities of inmates and maintains facility security in an assigned housing unit;

Locks and unlocks inmate cells and housing units using mechanical and electrical devices;

Watches for unusual incidents or activities by inmates involving any violation of inmate rules and makes reports to a supervisor either verbally or in writing;

Checks cells and corridors for faulty locking mechanisms, doors and other security devices;

Makes routine fire and safety checks;

Issues clothing and bedding and instructs inmates in its' proper care;

Books inmates into the facility by preparing required records and taking fingerprints with a photograph;

Searches cells, housing units and inmates, and confiscates contraband;

Mediates minor incidents and takes direct action to break up fights or other disturbances between inmates;

Supervises inmates assigned to work details and advises them of what is expected;

Listens to inmate problems and when appropriate refer them to facility support programs and staff;

May use weapons, restraining devices and personal protection equipment in case of fights or other disturbances;

Prepares a variety of records and reports related to the care of inmates and security of the facility.

MINIMUM QUALIFICATIONS: (see general instructions and information)

Graduation from high school or possession of a high school equivalency or comparable diploma as provided under the NYS Civil Service Law.

SPECIAL REQUIREMENTS: Eligibility for appropriate driver's license issued by the NYS Department of Motor Vehicles at the time of application; possession of a NYS Driver's License at the time of appointment

SUBJECTS OF EXAMINATION: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. *Applying written information in a correctional services setting:* These questions test for the ability to read, interpret, and apply rules, regulations, directives, written narratives and other related material. You will be required to read a set of information, and to appropriately apply the information to situations similar to those

typically experienced in a correctional services setting. All the information needed to answer the questions asked concerning the situations presented is contained in the rules, regulations, etc., which are cited.

2. *Observing and recalling facts and information:* These questions test for the ability to observe and recall information presented. You will be presented with information describing or depicting prison scenes or other facts. You will have a short time to observe and memorize the information before it is collected by the monitor. You will then be asked to recall specific details about the information presented.

3. *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.

4. *Understanding and interpreting written material:* These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions only on what is presented in the passages and not on what you may happen to know about the topic.

NOTE: A Guide for the Written Test for Correction Officer 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: Candidates are **PROHIBITED** from using calculators. Devices with typewriter keyboards, Spell Checker, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are **PROHIBITED**. No books or reference material will be allowed into the examination site. Cell phones are **PROHIBITED**.

QUALIFYING PHYSICAL AGILITY TEST: Candidates passing the written portion of the examination will have their names placed on the eligible list but will be required to pass a qualifying physical agility examination before they can be certified for appointment. The physical agility examination will be held at a later announced date. Failure to appear for a scheduled physical agility examination will be considered an unqualified declination and the name of the candidate may be eliminated from future consideration. Elements of the examination may include; but may not be limited to, upper body strength, lower body strength and endurance. Retests for candidates who have failed the physical agility examination will be announced and held at the discretion of the Personnel Officer.

NOTE: Candidates may be subject to a thorough background investigation. Applicants may be required to authorize access to educational, financial, employment, mental health, criminal history or other records. At the discretion of the appointing authority, candidates may be subject to additional screenings as a term of employment, including but not limited to psychological testing and finger printing.

CANDIDATES ALSO TAKING STATE EXAMINATIONS: Candidates applying for this examination and the State Correction Officer Trainee and/or Correction Officer Trainee (Spanish Language) must take both examinations at a State test center. Candidates who are taking both must notify Warren County of their intention to take the State examination.

Multiple Exams Scheduled for the Same Date: 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.

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 filing date listed on the Examination Announcement. Applications received via U.S. Mail will be accepted only if postmarked on or before the last filing 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 the Exam Fee Waiver and Certification section on the application or submit the "Application for Fee Waiver and Certification" form with your application by the close of business on the Last Filing Date as listed on the Examination Announcement.**

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 on veteran's credits 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, notify this office of this matter when you submit your application for examination

Saturday Sabbath Observers – Physically Challenged Individuals – 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.

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 . 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: September 6, 2018

Patricia C. Nenninger
Personnel Officer
WARREN COUNTY MUNICIPAL CENTER
1340 STATE ROUTE 9
LAKE GEORGE, NY 12845-9803

WARREN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

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