



Yates County Office of Civil Service
417 Liberty Street
Penn Yan, NY 14527

EXAMINATION ANNOUNCEMENT CORRECTION OFFICER #88529

YATES COUNTY ANNOUNCES AN OPEN COMPETITIVE, DECENTRALIZED TRAINING AND EXPERIENCE EXAMINATION FOR CORRECTION OFFICER (EXAM #88529)

Type of Appointment:	Permanent	Rate of Pay:	\$25.29
Position Status:	Full Time		
Classification:	Competitive		
Location:	Yates County	Contract:	Council 82, Group VI
Department:	Sheriff's Office – Jail Division		
Vacancies:	The resulting eligible list will be used to fill future vacancies which may occur.	Exam Date:	Start Date: July 1, 2024 Last Date: July 31, 2024
Residency Requirement:	The residency requirement for theA examination has been WAIVED. Candidates must be legal residents of Yates, Seneca, Steuben, Schuyler, or Ontario County prior to appointment to the position.	Application Fee:	\$17.00 (non-refundable)
Posted:	May 17, 2024	Application Deadline:	June 21, 2024

SCOPE OF EXAMINATION

There is 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 complete an examination application and return it to the Yates County Personnel Office by no later than June 21, 2024 at 11:59 PM. Candidates who fail to submit a questionnaire by 11:59pm, July 31, 2024 will not receive a rating.

Approved candidates will be sent a notice containing directions to a website address needed to complete a Training and Experience Questionnaire.

The Training and Experience (T&E) Questionnaire will be available on July 1, 2024, and approved candidates will be required to complete and submit this questionnaire between July 1, 2024 and July 31, 2024. Candidates will not be able to claim any credit for training or experience to be gained after the application filing deadline of June 21, 2024.

Note: Individuals can participate in Correction Officer examinations 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 for more information on applying to State exams.

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 examinations(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>.

CORRECTION OFFICER - JOB DESCRIPTION

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the enforcement of rules and regulations governing the custody, security, conduct, discipline, safety and general well-being of inmates confined in a County Correctional Facility. The duties involve considerable inmate contact and supervision in a work, recreation or learning environment. Work procedures are well defined, but incumbents must be alert to possibilities of emergency situations arising, and exercise sound judgment when problems occur. Work is performed under general supervision of a higher-level correctional supervisor. Does related work as required.

TYPICAL WORK ACTIVITIES (Illustrative Only):

Maintains jail security and prisoner discipline;
Takes fingerprints and photographs of arrestees, inmates and other for commitment and identification purposes;
Supervises inmates and juveniles at various times such as: post assignments, meals, visitation, recreation, workshop, education, court conference, work details, transport, etc.;
Performs booking process of inmates, searches and clean-up, including property and money inventory, medical and suicide screenings, classification, cell assignment and informing them of the rules, regulations and routines of the jail;
Processes all incoming and outgoing mail;
Manages the care, storage and distribution of clothing, linen, mattresses, personal articles and furniture;
Arranges for clothing and records to accompany prisoners transferred to courts, penal institutions and hospitals;
Makes regular security inspections of detention facility, checking locking devices, security cameras, alarms, recreation yards and security fences;
Maintains proficiency in the operation of various personal safety and security equipment including firearms, hand-cuffs, chemical agents, video monitors, electronic and manual locks, various alarms, jail control devices, security magnetometer, both walk-thru and hand held;
Operates departmental vehicles and communications equipment;
May serve as a dispatcher, court security, or transport prisoners;
Prepares a variety of records and reports;
Performs other duties as assigned.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of the rules, regulations and requirements of Correction Law governing the supervision and treatment of inmates, safety and security of the facility and department employees;
Good knowledge of the layout and location of security personnel post assignments throughout the facility;
Good knowledge of search and frisk methods;
Working knowledge of the proper function of correction facility security equipment, devices and safe use of chemical restraining agents;
Working knowledge of the use of defensive and restraining physical techniques;
Working knowledge of human behavior in relation to correction facility inmates;
Working knowledge of first aid procedures;
Ability to observe, interpret and report on inmate activity;
Ability to deal with inmates firmly and courteously;
Ability to verbally communicate rules and regulations of the facility to inmates;
Ability to make quick decisions regarding facility security and personal safety in emergency situations;
Ability to reason clearly, and use sound judgment;
Ability to possess a memory for facts and information;
Ability to read and interpret written materials, and to prepare records and reports

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:

- 1) In accordance with State Laws, a Correction Officer is a Peace Officer and must be:
 - a. A United States citizen to qualify to hold such office; AND
 - b. at least 18 years of age.
- 2) Possession of a valid New York State Operator's license is required at the time of appointment, and such license must be maintained throughout the tenure of employment in the position;
- 3) Candidate must pass a physical agility fitness test.

TRAINING REQUIREMENTS:

In accordance with State Laws, a Correction Officer is a Peace Officer, and must satisfactorily complete training standards prescribed by the New York State Division of Criminal Justice Services and the Municipal Police Training Council.

PHYSICAL AND MEDICAL REQUIREMENTS:

At the time candidates are being considered for appointment, they must meet certain physical and medical standards. Appointment is contingent upon successful completion of a physical fitness test, medical examination, and psychological testing.

BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS: 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. Conviction of a felony will bar appointment. Conviction of a misdemeanor or other offense is subject to evaluation and may bar appointment. Additional investigations may include but are not limited to questionnaires, interviews and background checks of any nature. 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, polygraph and psychological testing. Drug testing is included in the required medical exam. Failure to meet the standards for any screenings may result in disqualification.

EEOE / DISCLAIMER:

Yates County is an Equal Employment Opportunity Employer. Yates County does not unlawfully discriminate in employment because of age, race, creed, color, national origin, sex, sexual orientation, disability, marital status, arrest and/or criminal conviction record unless based on a bona fide occupational qualification or other exception, genetic predisposition, or domestic violence victim status.

The Yates County Personnel Office is responsible for job titles for all public employment positions within Yates County, excluding NYS Department of Education positions. There are numerous job titles that are shared between all of our appointing authorities. **Exam announcements** that are distributed for a job title you have within your workforce does not automatically mean that position is vacant, will become vacant or is currently being recruited for. It is the Personnel Officer's responsibility to be prepared for anticipated job vacancies, therefore, exams may be given in anticipation of upcoming retirements, promotions, etc. Requests to order exams may be submitted by appointing authorities as well. The majority of all Civil Service exams are scheduled by NYS Civil Service. Some exams, for example, are only given every 4 years, so it is in our best interest to give such exams when offered in order to be prepared. If a position is vacant or will become vacant, a **Vacancy Announcement** will be distributed and, on that announcement, it includes the work location along with other pertinent details pertaining to the location for which the vacancy will occur. **Exam Announcements are different from Vacancy Announcements and should not be misconstrued as being an advertisement for an open position.**