



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

# EXAM ANNOUNCEMENT

## CORRECTIONS AND COMMUNITY RESOURCE OFFICER

### EXAM #60031170

YATES COUNTY ANNOUNCES AN OPEN COMPETITIVE TRAINING AND EXPERIENCE EXAMINATION FOR CORRECTIONS AND COMMUNITY RESOURCE OFFICER (EXAM #60031170)			
<b>Type of Appointment:</b>	Permanent	<b>Rate of Pay:</b>	\$24.46 per hour
<b>Position Status:</b>	Part Time		
<b>Classification:</b>	Competitive		
<b>Location:</b>	Yates County	<b>Contract:</b>	Non-Union
<b>Department:</b>	Sheriff's Office		
<b>Vacancies:</b>	The resulting eligible list will be used to fill current or future vacancies which may occur.	<b>Exam Date:</b>	Available for online completion: June 1, 2025 – June 30, 2025
<b>Residency Requirement:</b>	Candidates must be legal residents of Yates, Seneca, Steuben, Schuyler, or Ontario County <b>prior to appointment</b> to the position.	<b>Application Fee:</b>	\$17.00 (non-refundable)
<b>Posted:</b>	May 1, 2025	<b>Application Deadline:</b>	May 20, 2025
SCOPE OF EXAMINATION			
<p><b>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.</b> 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.</p> <p>Candidates must complete an examination application and return it to the Yates County Human Resources Office <b>by no later than May 20, 2025 at 11:59 PM.</b></p> <p>Approved candidates will be sent a notice containing directions to a website address needed to complete a Training and Experience Questionnaire.</p> <p><b>The Training and Experience (T&amp;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 June 30, 2025.</b> 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.</p> <p><b>Candidates who fail to submit a questionnaire by 11:59 PM on June 30, 2025 will not receive a rating and will not be added to the eligible list.</b></p> <p><b>Note:</b> 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&amp;E questionnaire for each municipal civil service agency according to each agency's guidelines. In addition, the application and T&amp;E questionnaire process for the NYS Correction Officer Trainee exam program is separate from the Correction Officer T&amp;E exam program for municipal civil service agencies. Visit <a href="https://cs.ny.gov">cs.ny.gov</a> for more information on applying to State exams.</p>			
TAKING THE ONLINE T&E EXAMINATION			
<p>Approved applicants will need to access the T&amp;E examination on the Department of Civil Service website. 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.</p> <p>Applicants should not create a new personal NY.GOV ID. More information about personal NY.GOV ID's is available at: <a href="https://www.cs.ny.gov/home/myaccount/">https://www.cs.ny.gov/home/myaccount/</a>. 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 <a href="mailto:fixit@its.ny.gov">fixit@its.ny.gov</a>.</p>			

## **EVALUATION & VERIFICATION OF RESPONSES**

Final examination scores will be based on an evaluation and verification of the information provided on questionnaires. **In order to receive credit for information submitted, candidates will need to provide supporting documentation for any education, training, certification, and/or experience listed.** If supporting documentation is not submitted, or if responses cannot be verified for accuracy, questionnaires will be amended and credit for those responses may be removed.

Supporting documentation may be needed for the following: college degree/transcript, professional license or certification, experience (Correction Officer, Law Enforcement, Firefighter or Paramedic, Security Guard, etc.), Military Service, and other related work experience.

## **CORRECTIONS AND COMMUNITY RESOURCE OFFICER – JOB DESCRIPTION**

**DISTINGUISHING FEATURES OF THE CLASS:** The Corrections and Community Resource Officer is a multifaceted position within the Yates County Sheriff's Office requiring the performance of duties in law enforcement, animal control, corrections, and marine patrol. The individual in this role holds Peace Officer status and is responsible for maintaining public safety, enforcing laws, protecting wildlife, and managing correctional facilities. The position requires a balance of enforcement and community engagement, often working independently in various environments, including correctional facilities, community settings, and waterways. Work is performed under the general direction of a higher-ranking officer within the jurisdiction/division that duties are being performed. Does related work as required and assigned.

### **TYPICAL WORK ACTIVITIES (Illustrative Only):**

#### **Corrections Duties:**

Supervise and ensure the security, safety, and well-being of individuals in correctional facilities.  
Enforce rules and regulations, prevent disturbances, and respond to emergencies within the facility.  
Conduct inmate searches, transport individuals securely, and complete required reports.

#### **Marine Patrol Duties:**

Operate vessels to patrol local waterways, ensuring compliance with marine laws and regulations.  
Conduct safety checks of watercraft, issue warnings or citations for violations, and assist in search and rescue operations.  
Collaborate with environmental agencies to monitor and protect aquatic resources.

#### **Animal Control Duties:**

Respond to reports of stray, injured, or dangerous animals in the community.  
Enforce animal control laws, investigate cases of cruelty or neglect, and manage the safe capture and relocation of animals.  
Maintain records of animal control activities and assist with public education on responsible pet ownership.

#### **General Law Enforcement Duties:**

Conduct routine patrols to deter and address illegal activities within assigned jurisdictions.  
Investigate complaints, gather evidence, and prepare detailed incident reports.  
Assist other law enforcement agencies as needed in the maintenance of public safety.

#### **Community Engagement:**

Serve as a liaison between the public, local organizations, and government agencies to address safety concerns.  
Participate in community outreach programs, including education on public safety, wildlife conservation, and correctional facility policies.

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

Comprehensive knowledge of law enforcement principles, corrections procedures, and animal control practices.  
Strong interpersonal skills for interacting with incarcerated individuals, community members, and colleagues.  
Excellent judgment and decision-making abilities, particularly in high-pressure situations.  
Physical capability to perform rigorous tasks, including vessel operation and managing combative individuals.  
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Ability to operate and maintain marine vessels and related equipment.  
Ability to handle, capture, and restrain animals humanely and safely.  
Ability to work in diverse environments, including correctional facilities, waterways, and outdoor settings.  
Ability to maintain accurate records and prepare clear, concise reports.  
Ability to perform duties that may involve exposure to adverse weather conditions, potentially dangerous animals, and individuals who may be uncooperative or hostile.  
Ability and willingness to work irregular hours, including evenings, weekends, and holidays, as required.  
Ability to operate power boats, and other motorized recreational type vehicles;  
Ability to perform/assist in land or water searches, rescue or recovery diving operations;

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**MINIMUM QUALIFICATIONS:**

- a) Graduation from high school or possession of a high school equivalency diploma; AND
- b) Current certification as a Peace Officer in New York State or eligibility for certification.
- c) Experience in one or more fields related to law enforcement, corrections, animal control, or marine operations is preferred.

**SPECIAL REQUIREMENTS 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) No criminal history for a conviction of a crime;
- 3) Possess a valid NYS carry handgun permit within three (3) months of appointment;
  - a. Experience with handling a long gun (rifle or shotgun) preferred but not required;
- 4) Possession of a valid New York State Driver's license is required at the time of appointment, and such license must be maintained in good standing throughout the tenure of employment in the position.
- 5) Successful completion of relevant training courses as mandated by New York State for Peace Officers.
- 6) Successful completion of a NYS Boater Safety Course.
- 7) May be required to obtain additional certifications related to animal control, marine patrol, or corrections.

**\*ANTICIPATED ELIGIBILITY:** *According to Civil Service Law, section 54, which became effective September 4, 2024, applicants who are **within 12 months** of meeting the minimum age (from the date of examination), may take the Civil Service exam, but will be restricted from certification until such a time that the minimum age requirement is met.*

**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.**