



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

## EXAMINATION ANNOUNCEMENT CORRECTION OFFICER SERGEANT #70007610

YATES COUNTY ANNOUNCES A PROMOTIONAL EXAMINATION FOR CORRECTION OFFICER SERGEANT (EXAM #70007610)			
<b>Type of Appointment:</b> <b>Position Status:</b> <b>Classification:</b>	Permanent Full Time Competitive	<b>Rate of Pay:</b>	\$28.56 per hour (2025 Start rate)
<b>Location:</b> <b>Department:</b>	Yates County Sheriff's Office – Jail Division	<b>Contract:</b>	CO82 Corrections & Other, Group X
<b>Vacancies:</b>	The resulting eligible list will be used to fill current and future vacancies which may occur.	<b>Exam Date:</b>	November 15, 2025
<b>Residency Requirement:</b>	Candidates must be legal residents of Yates, Seneca, Steuben, Schuyler, or Ontario County 30 days prior to submitting your application.	<b>Application Fee:</b>	\$17.00 (non-refundable)
<b>Posted:</b>	August 22, 2025	<b>Application Deadline:</b>	October 15, 2025

### SCOPE OF EXAMINATION

#### 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.

#### New York State minimum standards for correctional facilities:

These questions test for 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.

#### 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.

#### Supervising Incarcerated Individual 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 ensuring 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.

**Calculator:** Allowed

**Test guide:** A Guide for the Written Test for **First Line Correction Supervisors** 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.

### CORRECTION OFFICER SERGEANT - JOB DESCRIPTION

#### DISTINGUISHING FEATURES OF THE CLASS:

The work involves responsibility for supervising the work of Correction Officers and insuring enforcement of rules and regulations governing security, conduct, discipline, safety and the general well-being of inmates and staff in the county correctional facility. Work procedures are well defined but incumbents must be alert to possibilities of emergency situations arising and exercise sound judgment when problems occur. This position differs from that of Correction Officer due to an increased level of responsibility and the presence of supervisory responsibilities. Supervision is received from the Correction Officer Lieutenant and Chief Correction Officer with leeway allowed for the exercise of independent judgment in

dealing with day to day situations in the facility. Supervision is exercised over the work of an assigned group of Correction Officers. Does related work as required.

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

Supervises Correction Officers on a shift by making post assignments, advising and instructing on specific activities, ensuring adequate coverage and adherence to rules and regulations, and determining appropriate action as required by facility policies;

Oversees periodic inmate counts to insure there have been no escapes or unauthorized absences;

Maintains security in the facility by conducting shift briefings, making periodic inspection tours, observing inmate behavior, checking mechanical locking systems and operation of equipment, investigating disruptive incidents and taking necessary remedial action;

Trains Correction Officers by evaluation of individual training needs and aiding in development of training courses and on-the-job requirements;

Oversees the supervision of inmates during meals, visitation hours and recreation and insures contraband is not passed;

Arranges for inmates to visit doctor, dentist or hospital and provides for security measures during transportation and while out of the facility;

Resolves conflicts between facility employees and inmates;

Takes direct charge of a cell tier when serious inmate disturbances take place, including fights;

Supervises the booking of new inmates including taking fingerprints, photographing, searching and having inmates showered and sprayed for parasites;

Supervises the release of inmates following established procedures;

Maintains proficiency in the operation of various personal safety and security equipment including firearms, handcuffs, chemical agents, video monitors, electronic and manual locks, various alarms, jail control devices, security magnetometer, both walk-thru and hand held;

Evaluates Correction Officer performance by reviewing records, reports, personal observation and conferences;

Prepares a variety of records and reports related to the work.

Performs other duties as assigned.

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

Good knowledge of the rules, regulations and requirements of the New York State 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 and post assignments throughout the facility;

Good knowledge of search and frisk methods;

Good knowledge of booking procedures;

Good knowledge of the proper function of correction facility security equipment and devices;

Good knowledge of the safe use of chemical and physical restraints;

Good knowledge of the principles and practices of supervision;

Working knowledge of first aid procedures;

Ability to observe, interpret and report on inmate activity;

Ability to verbally communicate rules and regulations of the facility to staff and inmates;

Ability to make quick decisions regarding facility security and personal safety in emergency situations;

Ability to organize and maintain accurate records and files;

Sound judgment;

Good powers of observation.

Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS – PROMOTIONAL EXAMINATION:**

- a) Two (2) years' experience as a Correction Officer in the Yates County Jail.

**SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:**

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.

**ELIGIBILITY FOR PROMOTIONAL EXAMS:** According to Civil Service Law, section 52.10(a) which became effective September 4, 2024, time served provisionally immediately preceding permanent appointment shall count towards meeting the time in title and the employee shall be eligible to take the promotional exam.

**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.**