



Yates County Office of Civil Service

417 Liberty Street

Penn Yan, NY 14527

EXAM ANNOUNCEMENT

Correction Officer Lieutenant #70007620 [PROMOTIONAL]

YATES COUNTY ANNOUNCES A PROMOTIONAL EXAMINATION FOR CORRECTION OFFICER LIEUTENANT (EXAM #70007620)			
Type of Appointment: Position Status: Classification:	Permanent Full Time Competitive	Rate of Pay:	\$29.88 per hour (2025 rate) <i>2026 Rates TBD Pending Union Negotiations</i>
Location: Department:	Yates County Sheriff's Office – Jail Division	Contract:	Council 82 Corrections and Other Employees Unit, Group XIII
Vacancies:	The resulting eligible list will be used to fill future vacancies which may occur.	Exam Date:	April 18, 2026
Residency Requirement:	Candidates must be legal residents of Yates, Seneca, Steuben, Schuyler, or Ontario County 30 days prior to submitting your application.	Application Fee:	\$17.00 (<i>non-refundable</i>)
Posted:	January 12, 2026	Application Deadline:	March 18, 2026

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.

Basic skills training:

These questions test for the knowledge and abilities required to train individuals, often on a one-to-one basis, who need to acquire basic information and learn to perform simple tasks. They address topics such as planning activities to promote learning, presenting information, providing guidance, and evaluating learning. These questions cover the most basic level of training.

Calculator: Allowed

Test guide: The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

CORRECTION LIEUTENANT - JOB DESCRIPTION

DISTINGUISHING FEATURES OF THE CLASS:

This is a supervisory peace officer position involving responsibility for overseeing the operation, maintaining safety, security of staff, agency property, custody and well-being of inmates in the county jail. The incumbent is responsible to ensure that all shifts and posts are properly staffed by Sergeants and Officers. The Correction Lieutenant coordinates an on-the-job training program for subordinate staff to both orient new personnel and improve skills of existing staff. The work is performed under direct supervision of the Chief Correction Officer with leeway allowed for exercise of independent judgment in carrying out policies and details of the work. This class differs from that of Correction Sergeant by virtue of increased supervisory, program, and security responsibilities. Supervision is exercised over the work of Correction Sergeants, Correction Officers and Court Security, and does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Supervises shift(s) and operations by insuring that policy is followed and disseminated to subordinate correction and security staff to insure safe and secure facilities at all times;

Assumes command of the Corrections Bureau and its division's responsibilities in the absence of the Chief Corrections Officer;

Coordinates social, educational, religious and recreational activities and programs for facility inmates and supervises inmate classification, discipline, booking in and out, and grievance hearings;

Observes and supervises subordinate correctional staff in performance of their duties by making periodic rounds of the facility;

Assigns facility security staff to specific areas and/or tasks and establishes controls to determine compliance with directives;

Completes employee appraisals on correction staff, reviews marginal employees and counsels them in an effort to improve performance;

Assists Chief Correction Officer in reviewing and revising practices for training, security, inmate medical, custody and control in response to changing situations in the facility by evaluation of problems by on-site inspection and consultation with employees or inmates;

As assigned may attend special committee meetings, i.e. alternatives to incarceration, council of churches, and associations, etc.;

Coordinates the safe and secure transport of inmates from the jail to health facilities, State correctional institutions or other courthouses;

Collaborates with the Chief Corrections Officer in developing procedures to facilitate employee training, use of weapons, chemical and restraining agents, and other safety and emergency equipment used by officers, as well as CERT;

Prepares a variety of records and reports that may require special research into electronic and manual records systems as required by the Chief Corrections Officer or Undersheriff that are related to the work and accreditation standards.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the rules, regulations and requirements of the Correction Law governing the treatment of inmates;

Safety and security of the facility and department employees;

Comprehensive knowledge of the layout and location of security personnel post assignments throughout the facility;

Thorough knowledge of the problems of correction facility inmate supervision;

Thorough knowledge of search and frisk methods;

Thorough knowledge of the New York State Penal Code, Criminal Procedure Law, Vehicle and Traffic Law, and all local laws, ordinances and regulations pertaining to law enforcement work;

Thorough knowledge of the proper function of correction facility security equipment, devices and safe use of chemical restraining agents;

Thorough knowledge of the use of defensive and restraining physical techniques; thorough knowledge of human behavior in relation to correction facility inmates;

Good knowledge of budgeting process to identify and support personnel and equipment needs for a security facility program;

Ability to plan for and train subordinate correction staff in work type situations; ability to read, understand and interpret reports, rules and regulations governing the operation of a correction facility;

Ability to plan and supervise the work of correction officers engaged in inmate supervision in a county correction facility; ability to take charge and determine appropriate action in emergency situations; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS – PROMOTIONAL:

Two years of experience as a Correction Sergeant.

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.**