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

EXAM ANNOUNCEMENT: CORRECTION OFFICER

YATES COUNTY ANNOUNCES A CONTINUOUS RECRUITMENT TRAINING AND EXPERIENCE EXAMINATION FOR CORRECTION OFFICER			
Type of Appointment: **Position Status:** **Classification:**	Permanent Full Time Competitive	**Rate of Pay:**	$27.02 per hour (2026) $27.83 per hour (2027)
Location: **Department:**	Yates County Sheriff's Office – Jail Division	**Contract:**	Council 82, Group IV
Vacancies:	The resulting eligible list will be used to fill future vacancies which may occur.	**Exam Date:**	*Available for online completion:* December 1, 2026 – December 15, 2026
Residency Requirement:	***The residency requirement for the 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:	November 2, 2026	**Application Deadline:**	November 22, 2026

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 Human Resources Office **by no later than November 22, 2026 at 11:59 PM**.

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 December 1, 2026, and approved candidates will be required to complete and submit this questionnaire between December 1, 2026 and December 15, 2026. Candidates may be credited with training and experience gained up to the date the Training and Experience Questionnaire is submitted.

Candidates who fail to submit a questionnaire by 11:59 PM on December 15, 2026, will not receive a rating and will not be added to the eligible list at this time.

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.

TAKING THE ONLINE T&E EXAMINATION

Approved applicants will need to access the T&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.

Applicants should not create a new personal NY.GOV ID. More information about personal NY.GOV ID's is available at: https://www.cs.ny.gov/home/myaccount/. 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 fixit@its.ny.gov.

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.

CONTINUOUS RECRUITMENT

This examination is being held on a continuous recruitment basis. The Training & Experience exam will be held periodically. When an exam is announced, applications for that date must be filed no later than the announced last filing date. Candidates who meet the qualifications and pass the exam will have their names placed on the eligible list in the order of final scores, regardless of the date on which they filed or took the test. Generally, the names of qualified candidates will remain on the eligible list for two (2) years. Agility tests will be scheduled as needed. Yates County Human Resources or the Department of Civil Service reserve the right to terminate this special recruitment program.

This Training & Experience exam was prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, rules and regulations dealing with the preparation and scoring of examinations apply to this test. No review is available for the Training & Experience exam as the opportunity for retest exists.

RETEST (REAPPLICATION) POLICY

Candidates are able to retest (reapply) for the Yates County Correction Officer Training & Experience exam every six (6) months.

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, handcuffs, 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 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) 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.

SPECIAL NOTE: Conviction of a felony will bar appointment. Conviction of a misdemeanor, or other offenses, are subject to evaluation and may bar employment.

***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 and/or minimum educational requirements** (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 and/or educational requirements are 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.**