



Open Competitive Examination Announcement:
CORRECTIONS OFFICER
EXAM # 62002

Issued: November 21, 2016

Written Test Date: Saturday, February 11, 2017

Application Deadline: December 28, 2016

Application must be received in the Tioga County Department of Personnel & Civil service by **5:00 p.m.** on the above date. There are **NO** exceptions. Review the information and instructions at the end of this announcement!

Application Fee: \$25.00

Application fee must accompany your application for each examination. Check or Money Order should be made payable to *Tioga County Treasurer*. Application fees are non-refundable. Applications without fee will not be considered for examination. *Please see additional information on application fees contained within this announcement.*

Time and Place of Written Examination: Approved candidates will be notified by admission letter 7 to 10 days prior to the written test date as to when and where to appear. **Be sure to bring the admission letter with you to the examination.** If you have not received an admission letter **3 days before** the written test date, call 607-687-8494.

APPLYING FOR MULTIPLE EXAMS SCHEDULED

FOR THE SAME DAY (CROSS-FILING): See specific instructions on Page 3 of this announcement.

LOCATION OF WORK

Sheriff's Office

MINIMUM SALARY

\$32,208 – Full Time (2016)

\$14.11 – Part Time (2016)

VACANCIES

Anticipated

Current

Residency Requirements: Candidates **ARE NOT** required to be legal residents of Tioga County immediately preceding the date of the written test. Preference **may be** given to residents of the civil division in which the vacancy exists. When preference in certification is given to residents of a municipality pursuant to subdivision 4a of Section 23 of the Civil Service Law, an eligible must have been, at the time of certification and for at least four months prior thereto, a resident of such municipality in order to be included in a certification as a resident of such municipality.

RESIDENCY NOTE: Candidates are not required to be a Tioga County resident in order to participate in the examination. Per Tioga County Local Law No. 1 of 2012, the provisions of Section 3 of NYS Public Officers Law which requires a person to be a resident of the county where his or her official function is exercised, shall not prevent a person from being appointed to the title of Correction Officer in Tioga County, providing that such person resides in the State of New York. At time of certification, preference may be given to residents of Tioga County.

Criminal Background Check: Effective January 1, 2016, a criminal background check is required prior to employment within **all Tioga County Departments**.

MINIMUM QUALIFICATIONS: Applicant must be a high school graduate or possess a high school equivalency issued by an education department of any of the states of the United States or a holder of a comparable diploma issued by any commonwealth, territory or possession of the forces certifying successful completion of the tests of general educational development, high school level.

NOTE: Applicants who do not possess a high school diploma or high school equivalency (HSE) or who are in the process of completing such coursework **will be allowed** to participate in the examination. Candidates would not be eligible for appointment until the diploma has been obtained. For information on how to obtain a New York State HSE, please visit the NYS Education Department online: <http://www.acces.nysed.gov/hse/high-school-equivalency-hse> Phone: (518) 474-5906; or email: hse@nysed.gov

SPECIAL REQUIREMENTS:

- 1) Possession of a valid license to operate a motor vehicle will be required at time of appointment and continuously during employment to perform essential duties occurring during the normal course of work.
- 2) Successful completion of the following prior to completion of the probationary period: NYS Department of Criminal Justice and the Office of the Sheriff training, defensive tactics, and intermediate weapons training.
- 3) Successful completion of an agility test, background investigation, and psychological test will be required for permanent appointment.

2 Corrections Officer #62002

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility on an assigned shift for the enforcement of rules and regulations governing the custody, security, conduct, discipline, safety and general well being of inmates in a county correctional facility. The duties involve constant interaction with inmates, and supervision in work, recreation and learning environments. The work is performed in accordance with established policies and procedures of the Sheriff's Office. While work procedures are well defined, incumbents must be alert to the possibilities of emergency situations arising and exercise sound judgment when problems occur. The work is performed under immediate supervision of a Sergeant or other higher ranking member of the Sheriff's Office. Does related work as required.

TYPICAL WORK ACTIVITIES FOR THIS POSITION ARE AVAILABLE TO REVIEW UPON REQUEST

Subjects of Examination: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

- 1. Applying written information in a correctional services setting:** These questions test for the ability to read, interpret, and apply rules, regulations, directives, written narratives and other related material. You will be required to read a set of information, and to appropriately apply the information to situations similar to those typically experienced in a correctional services setting. All the information needed to answer the questions asked concerning the situations presented is contained in the rules, regulations, etc., which are cited.
- 2. Observing and recalling facts and information:** These questions test for the ability to observe and recall information presented. You will be presented with information describing or depicting prison scenes or other facts. You will have a short time to observe and memorize the information before it is collected by the monitor. You will then be asked to recall specific details about the information presented.
- 3. 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.
- 4. Understanding and interpreting written material:** These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

TEST GUIDES AND RESOURCE BOOKLETS – A Guide for the Written Test for Entry-Level Correction Officer Series is available at the New York State website: <http://www.cs.ny.gov/testing/localtestguides.cfm> Candidates not having access to a computer or the internet may request a copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

QUALIFYING PHYSICAL FITNESS SCREENING TEST DATES: Candidates passing the written portion of the examination will have their names placed on the eligible list but will be required to pass a qualifying Physical Fitness Screening Test before they can be certified for appointment. **The test will be conducted at a later announced date.** Eligibles will be provided with a Release of Liability form, Release to Participate form, Physical Fitness Screening Test form AND notification of the date, time, and where to appear for their scheduled Physical Fitness Screening Test. **Failure to appear for a scheduled Physical Fitness Screening Test will be considered an unqualified declination and the name of such candidate may be eliminated from future certification.**

The three elements measured in the Physical Fitness Screening Test are muscular endurance, absolute strength and cardiovascular capacity. The following is a brief description of the test. *Copies of the Physical Fitness Screening Test are available upon request from the Tioga County Office of Personnel and Civil Service.*

Muscular Endurance: The requirement is for a number of bent-leg sit-ups to be performed in one minute.

Push Up: This test measures muscular endurance of the upper body (anterior deltoid, pectorals major and triceps). The requirement is for a number of full body repetitions that a candidate must complete without breaks.

Cardiovascular Activity: 300 Meter Run; the requirement is for the attainment of a score calculated in seconds.

Note: The candidate must meet the Physical Fitness Standards, depending on age and sex, prescribed by The Cooper Standards, 40th percentile.

3 Corrections Officer #62002

QUALIFYING TEST POLICY: Should a candidate fail to meet any one element of the Physical Fitness Screening Test, they will then be immediately scheduled to retake the test one final time. The candidate will be retested on all of the elements of the test and not just the element(s) which were not achieved. The Tioga County performance test policy may be obtained from the Civil Service Department. Candidates should review this policy prior to participation in a qualifying test.

If a candidate fails to meet any one element of the Physical Fitness Screening Test after being re-tested, they are considered to have failed the entire examination. Candidates would then have to wait to re-apply for the next announced Corrections Officer examination for Tioga County. At a minimum this wait would be one (1) year.

PHYSICAL FITNESS SCREENING TEST WAIVER POLICY: The Tioga County Personnel & Civil Service Office will allow for a waiver for the Physical Fitness Screening Test should a candidate provide valid documentation that they have passed a physical fitness screening test in Tioga County or any jurisdiction in New York State within one (1) year of the scheduled screening test date **and were tested on the exact standards in use by Tioga County.** A waiver request must be submitted and approved prior to the date of a scheduled Physical Fitness Screening test.

All Physical Fitness Screening Test results are valid for one (1) year, regardless of the length of validity of the eligible list. Therefore, a candidate may be required to participate in the Physical Fitness Screening Test portion of the exam more than once if they have not earned appointment within one (1) year from the date of their first Physical Fitness Screening Test.

USE OF CALCULATORS: The use of a calculator is **PROHIBITED**. Devices with typewriter keyboards, spell checks, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited.

Application Fee: A fee of \$25.00 is required for each separately named or numbered examination for which you apply.

SEND CHECK OR MONEY ORDER payable to **TIOGA COUNTY TREASURER** and write the examination name(s) & number(s) on your check or money order. If paying by cash, please bring payment(s) directly to the Tioga County Department of Personnel & Civil Service. As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified. A check returned for insufficient funds may disqualify your application and result in further action and/or service charges.

EXCEPTION TO THE APPLICATION FEE will be made for the following:

1. Promotional exams;
2. Provisional Tioga County employees who have held a permanent position prior to provisional appointment in title named for this examination;
3. Examination candidates receiving public assistance from a State or Local social service agency, and/or who are currently unemployed. Individuals wishing to claim this waiver of fee must complete the Application Fee Waiver Form prior to the filing deadline. All information is subject to verification, and if found to be fraudulent, are grounds for barring examination or appointment.

Applications may be obtained from and must be submitted to the Tioga County Department of Personnel & Civil Service.

Tioga County is an Equal Opportunity Employer

ADDITIONAL INFORMATION AND INSTRUCTIONS

ADDITIONAL EXAMINATION CREDIT – Children of Firefighters and Police Officers Killed in the Line of Duty: In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

ALTERNATIVE TEST DATE: When a candidate is aware of a conflict prior to the scheduled test date, the candidate should notify the Department of Personnel and Civil Service in writing as soon as possible. For emergency situations that occur on the scheduled written test date, the candidate must notify the Department no later than three (3) days following the Saturday on which the written test was held. This request may be made by a member of the immediate family or household in the event of a death in the immediate family or a serious illness. An expanded Tioga County Personnel and Civil Service policy on Alternate Test Date is available at this Department.

****APPLYING FOR MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY (Cross-Filing):** You must notify all agencies with which you have filed an application of the test site at which you wish to take your examination(s). If you have applied for both State and Local government examinations, you must make arrangements to take all your examinations at the State examination center by calling (518) 474-6470 in the Albany area or toll free at (877) 697-5627 (press 2, then press 1), **no later than two weeks prior to the test date.**

4 Corrections Officer #62002

If you have applied for examinations in more than one Local government (City or County agencies), you must make arrangements to take all the examinations at one test site. You must make your request for these arrangements **no later than two weeks prior to the test date**.

For Tioga County examinations, the Multiple Exam Notice form must be completed. This form is available in the Tioga County Department of Personnel & Civil Service, online at www.tiogacountyny.com, or by calling (607) 687-8494. **If you do not submit your Multiple Exam Notice form two weeks prior to the test date, you may NOT be allowed to sit at the test site you have selected. If you appear at a test site but did not designate this location as your test site on your form, you may NOT be allowed to take your examination(s) at that location.**

APPOINTMENT from an eligible list must be made from the top three candidates willing to accept the appointment. The resulting eligible list will be used to fill current or future appropriate vacancies within Tioga County's jurisdiction.

BACKGROUND INVESTIGATION and Additional Screenings: Candidates may be subject to a thorough background investigation. If requested, applicants will be required to authorize access to educational, financial, employment, criminal history, or other records. Depending upon the position sought, conviction of a felony, misdemeanor or other offense may bar appointment. At the discretion of the appointing authority, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to: fingerprinting, psychological, or drug testing.

Depending upon appointing authority, applicants may be required to submit the necessary fees for the fingerprint processing. **Per Tioga County Civil Service Rule IX (3):** A record of disrespect for the requirements and processes of law may be grounds for disqualification for examination or, after examination, for certification and appointment.

DISQUALIFICATION: Any applicant may be disqualified for examination, or after examination, for certification and appointment that is not in compliance with the standards and requirements set forth in Section 50 (4) of the Civil Service Law.

ELIGIBLE LIST: In accordance with Section 61 (1) of the Civil Service Law, and as determined by the Tioga County Department of Personnel & Civil Service, the eligible list resulting from this examination may be used to fill vacancies in similar related titles.

EVALUATION OF FOREIGN POST-SECONDARY EDUCATION: If your degree and/or college credit was awarded by an educational institution outside of the United States or its territories, you must provide independent verification of equivalency. A listing of acceptable companies which provide this service may be obtained from the following: <http://www.cs.state.ny.us/jobseeker/degrees.cfm> or by contacting the Tioga County Department of Personnel. You will be responsible for the required evaluation fee.

EXAM HOLDINGS: In the instance where both a *promotional* and an *open-competitive examination* are held for the same title, a mandated *promotional list will be used first* to fill any positions. If you meet both the *promotional* and *open-competitive minimum qualifications*, you must file a separate application and pay any required fee(s) for each exam in order to be considered.

EXPERIENCE: All experience required to meet the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis.)

FALSIFICATION of any part of the "Application for Employment" will result in disqualification.

FEES: Candidates must submit a separate application fee or Application Fee Waiver form for each open-competitive examination that the candidate is applying to take.

FORMAT: The test may be in written form or it may be administered on a personal computer (PC). The type of test will be stated on the admission notice.

FORMS: **Civil Service Applications, Fee Waivers and Cross-File Notification Forms** may be obtained from, and must be filed with the **Tioga County Office of Personnel & Civil Service, Ronald E. Dougherty County Office Building, 56 Main St., Owego, NY 13827**. Request applications by mail, in person or from internet www.tiogacountyny.com

MINIMUM QUALIFICATIONS: **You MUST** specifically state how you meet these requirements when completing the application. Unless otherwise noted, qualifications must be met at time of application.

NOTIFICATION: If an application is disapproved, notice will be sent. *This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.* If the candidate does not receive either a disapproval letter or an admission notice mailed to the address listed on his/her application **3 days before** the date of the exam, call 687-8494.

RATING: This written and/or training and experience examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to this written and/or training and experience examination.

RESPONSIBILITY: You are responsible for completing all sections of the official application. *Ambiguity and vagueness will NOT be resolved in your favor.*

SPECIAL ACCOMMODATIONS: Religious Accommodation - Handicapped Persons - Military Personnel - If special arrangements for testing are required, you must contact the Tioga County Department of Personnel & Civil Service.

VETERANS OR DISABLED VETERANS desiring to claim additional credit must request and file an Application for Veterans' Credit at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. These credits may only be used once. Effective January 1, 1998, the State Constitution was amended to *permit a candidate currently in the armed forces to apply for and be conditionally granted veterans' credit in examination. You may not claim veterans' or disabled veterans' credits after the Eligible List has been established.* It is the candidate's responsibility to request and submit an Application for Veterans' Credit before the Eligible List is established. Veterans' credits will only be added to passing examination scores.