

CORRECTION OFFICER
EXAM #60-864

SEPTEMBER 14, 2010
APPLICATION DEADLINE DATE

OCTOBER 16, 2010
EXAMINATION DATE

APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY APPLICATION DEADLINE DATE
A NON-REFUNDABLE AND NON-TRANSFERABLE PROCESSING FEE
MUST ACCOMPANY EACH APPLICATION
\$25.00 MONEY ORDER ONLY -- PAYABLE TO ONEIDA COUNTY

Announcement Statement

October 30, 2010, Entry-Level Correction Officer Examinations

All candidates who meet the Minimum Qualifications and wish to participate in this examination are encouraged to file an application.

IMPORTANT NOTICE

The Correction Officer Examination Series scheduled for October 30, 2010, was also held on April 10, 2010. **A candidate is permitted to take an examination in the Correction Officer Examination Series on ONE of these dates, but not both.** Any qualified candidate who took an examination held on April 10, 2010 will be able to use the results achieved on that date to determine his or her placement on the eligible list resulting from this October 30, 2010 examination.

| If you took any of the following examinations on April 10, 2010 | | The following applies to your participation in the Entry-level Correction Officer examination on October 30, 2010. | | |
|---|---|--|------------------------------|-------------------------------------|
| | | Can I Apply? | Can I Take the Written Test? | Can I Use My Results from April 10? |
| Local | Correction Officer, Corrections Officer, Correctional Officer, Correction Officer Part Time, Correction Officer Trainee, Correction Officer Trainee (Spanish Speaking), Correction Officer/Deputy Sheriff Officer, Correction Officer/Trainee/Deputy Sheriff (Custody), Deputy Sheriff – Jailor, Deputy Sheriff – Officer (Spanish Speaking) | YES | NO | YES |
| State | Correction Officer Trainee; Correction Officer Trainee (Spanish Language) | YES | NO | YES |

All candidates who took an examination held on April 10, 2010 and apply for this October 30, 2010 examination must attach the following information to their application: (1) the name of the civil service agency which conducted the April 10, 2010 examination; (2) the examination title(s) and the examination number(s).

The information provided by candidates will be verified with the New York State Department of Civil Service before the eligible list for this examination is established.

Any candidate who took any examination included in the April 10, 2010 examination series and does not provide information relating to his or her participation in that series holding, or falsifies information relating to his or her participation, may be disqualified from this examination and may also be disqualified from participating in any examination in the Correction Officer Examination Series prepared by the New York State Department of Civil Service for a period of up to five years.

CORRECTION OFFICER
EXAM #60-864 (OC)

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STARTING SALARY/RANGE: \$28,191 Oneida County Government
\$33,165 Upon successful completion of basic corrections training or after successfully completing six (6) months of employment in the bargaining unit

VACANCIES: There are currently eight (8) vacancies at the Oneida County Sheriff's Office, Oriskany, NY. **The eligible list, established as a result of this examination, will be used to fill these vacancies and any other appropriate vacancies which may occur in this title under the jurisdiction of the Oneida County Commissioner of Personnel.**

RESIDENCE REQUIREMENT: Applicants must be a legal **resident of Oneida County** for at least one month immediately prior to the date of examination and must maintain residency throughout appointment.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma 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 United States or by the Canal Zone or a holder of a report from the United States Armed Forces certifying his/her successful completion of the general educational development, high school level.

SPECIAL REQUIREMENT: Candidates must be eligible for appropriate class New York State Driver's License. Possession of valid license at the time of appointment.

- NOTE:**
1. Applicants must meet the minimum qualifications on or before the date of the examination.
 2. Further verification may be requested from candidates to verify their academic qualifications.
 3. To be considered for appointment, candidates must meet the physical fitness and medical requirements established by the Oneida County Commissioner of Personnel.
 4. No person may be appointed to the County Correctional Facility who has been convicted of a felony or of any offense in any other jurisdiction, which if committed in New York State, would constitute a felony. A person may also be barred from appointment if he/she has been convicted of a misdemeanor or any offense in any other jurisdiction, which if committed in New York State, would constitute a misdemeanor if the Commissioner of Personnel determines that the employment of such person is not in the best interest of the Sheriff's Office.
 5. Candidates are not eligible for appointment until they reach their **eighteenth** birthday.

DUTIES: Involves responsibility on an assigned shift for the enforcement of rules and regulations governing security, conduct, discipline, safety and general well being of inmates of the County Correction Facility. Incumbent performs related work as required.

SUBJECTS OF EXAMINATION: This examination will consist of two parts:

- A. A weighted written test
- B. A qualifying physical agility (physical fitness) test.

A. WEIGHTED WRITTEN TEST: There will be a written test which you must pass in order to be considered for appointment. Only your score on the written test will be considered when computing your final score. The written test will be designed to test for knowledge, skills, and/or abilities in such areas as:

1. **Applying Written Information in a Correctional Services Setting**-These questions are designed to evaluate the candidates' ability to read, interpret and apply rules, regulations, directives, written narratives and other related material. The candidates are 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 are designed to test how well the candidates can observe and recall information presented. The candidates will be presented with information describing or depicting prison scenes or other facts. They will have a short time to memorize the information before it is collected by the monitor. They will then be asked to recall specific details.
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.

USE OF A CALCULATOR IS PROHIBITED FOR THIS EXAM.

B. QUALIFYING PHYSICAL AGILITY: In addition, candidates must meet the physical fitness and medical standards prescribed by the Oneida County Department of Personnel. Candidates must pass the written test in order to be scheduled for the qualifying physical fitness test. All physical fitness elements are scored on a pass/fail basis and candidates must satisfactorily complete each element of the test. Candidates will have two (2) opportunities to successfully complete the physical fitness test. Candidates who fail the physical fitness test will not be appointed to the position. Candidates who pass the qualifying physical fitness test and who are given a conditional offer of employment will be scheduled to take the required medical examination.

The full policy description of the agility portion of the examination can be obtained from the Oneida County Department of Personnel.

STUDY GUIDE: A "Guide to Taking the Examination for Entry-Level Correction Officer Series" is available on the New York State Department of Civil Service web site: <http://www.cs.state.ny.us/testing/localtestguides.cfm> or at the Oneida County Department of Personnel's Office, Oneida County Office Building, third floor. You may also call (315) 798-5726 or write the Oneida County Department of Personnel, 800 Park Avenue, Utica, NY 13501, to request a copy.

**INSTRUCTIONS FOR APPLYING FOR MULTIPLE CIVIL SERVICE EXAMS
SCHEDULED ON THE SAME DATE**

If you have applied for other civil service exams in another jurisdiction (state, county, city) scheduled on the same date, **YOU** must make arrangements to take all the exams at one test site. Please contact the Oneida County Department of Personnel at **315-798-5726** **AND** submit a completed **CROSS-FILER NOTIFICATION** form to our office at least two weeks prior to the test date. If you have applied for a State exam, **YOU MUST** also make arrangements to take all exam titles at the State Exam site by calling **518-457-7022** two weeks prior to the test date.

GENERAL INSTRUCTIONS

1. **APPLICATIONS:** Unless otherwise indicated on this announcement, the candidate will complete one "Oneida County Application for Employment" form for each examination he/she wishes to take. **NO COPIES WILL BE ACCEPTED.** Applicants must answer every question on the application form, and make sure that the application is complete in all respects. **INCOMPLETE APPLICATIONS WILL BE DISAPPROVED.** All applications shall be filed with the Oneida County Dept. of Personnel. This office reserves the right to reject all applications received after the last filing date.
2. **ADDRESS CHANGE:** Failure to notify this office of a change of address may result in disqualification for examination or certification for appointment following examination. No attempt will be made to locate candidates who have moved.
3. **RELIGIOUS ACCOMMODATIONS/DISABLED PERSONS/MILITARY MEMBERS:** Please indicate on your application if special arrangements for testing are needed. Military Services Members: See instructions and information E on application.
4. **ALTERNATE TEST DATES:** In certain circumstances that fall under the Alternate Test Date Policy established by this department, an alternate test date may be arranged.

5. **EMERGENCIES:** If an emergency prevents you from appearing for the examination please notify this office no later than 10:00 AM on the Monday following the test date. (Tuesday, if Monday is a holiday), providing verifiable documentation of the reason.
6. **VETERANS:** See instructions and information F on application.
7. **ADMISSION NOTICE:** See instructions and information C on application. IF YOU HAVE NOT RECEIVED YOUR ADMISSION NOTICE THREE DAYS BEFORE THE DATE OF THE WRITTEN OR PERFORMANCE TEST, NOTIFY THIS OFFICE IMMEDIATELY.
8. **ELIGIBLE LISTS:** Appointments from an eligible list must be made from the top three candidates willing to accept appointment. The duration of an eligible list may be fixed for a minimum period of one (1) year and a maximum period of four (4) years. Changing conditions may make it advisable to certify to future vacancies at higher or lower salaries than those announced.
9. **COLLEGE DEGREE/CREDIT:** If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies providing this service may be obtained in person from the Oneida County Department of Personnel, by mail (include a self-addressed, stamped envelope) OR on the New York State Department of Civil Service web site: www.cs.state.ny.us/jobseeker/degrees.cfm . You will be responsible for the required evaluation fee.
10. Federal and State Law prohibit discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, marital status or genetic predisposition or carrier status.
11. This examination is being 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 rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.
12. **ADDITIONAL CREDIT:** 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 has 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.
13. **BACKGROUND INVESTIGATION:** Applicants may be required to undergo a state and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.
14. **APPLICATION FEE WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. If you can not download this form by clicking on its title, the form is available at the Oneida County Department of Personnel, 800 Park Avenue, Utica, NY 13501. You may also call (315) 798-5726 or write to the Oneida County Department of Personnel to request a copy.**

Issued: 08/03/10

ONEIDA COUNTY EXAM ANNOUNCEMENTS CAN BE ACCESSED ON OUR WEBSITE: www.ocgov.net .

**** ONEIDA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER ****