

**PLEASE POST CONSPICUOUSLY**

**EXAM ISSUED ON 8/8/16**

**GREENE COUNTY CIVIL SERVICE**

411 Main Street, 3<sup>rd</sup> Floor, Catskill, NY 12414

518-719-3253 --- [www.greenegov.com](http://www.greenegov.com)

**Announces a**

**PROMOTIONAL EXAMINATION FOR**

**CORRECTIONS LIEUTENANT**

**EXAM # 72906**

**REFER TO GENERAL INFORMATION ON REVERSE SIDE BEFORE COMPLETING THE EXAM APPLICATION**

**LAST FILE DATE: SEPTEMBER 9, 2016**

(Postmarked no later than 09/09/16)

**EXAMINATION DATE: OCTOBER 15, 2016**

**CORRECTIONS LIEUTENANT:** The eligible list established as a result of this examination will be used to fill future full-time and part-time vacancies within the **GREENE COUNTY SHERIFF'S DEPARTMENT.**

**SALARY: \$64,896.00 per year**

**RESIDENCY REQUIREMENTS:** Candidates must be legal residents of Greene County for at least six (6) months immediately preceding the date of the examination.

**NON-REFUNDABLE FILING FEE:** A \$25 check or money order must be submitted with your application.

**CASH IS NOT ACCEPTED**

**MINIMUM QUALIFICATIONS:** This exam is open to all employees within the Greene County Jail holding the permanent competitive title of **Correction Sergeant** for twelve (12) months **OR Correction Officer** for ten (10) years by the date of exam (10/15/16).

**Special Requirement:** Possession of a valid New York State Driver's license is required at time of appointment and this license must be maintained throughout employment.

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

Supervises corrections operations by issuing orders and disseminating required information to subordinate correction staff to insure a secure and efficiently run County facility; Develops and coordinates social, educational and recreational activities and programs for inmates; Observes and supervises subordinate correctional staff in performance of their duties by making periodic tours of the facility; Assigns the facility security staff to specific areas and/or tasks and establishes controls to determine compliance with directives; Performs employee appraisals on corrections staff, reviews marginal employees, and counsels them in an effort to improve performance; Adapts and develops new or revised practices for security, inmate custody, and control in response to changing situations at the facility by evaluation of problems by on-site inspection and consultation with employees; Formulates procedures for control of contraband and orders searches as required; Oversees the safe and secure transport of inmates from County facility to the State or other County corrections institutions; Oversees the Kitchen and Medical Staff; Develops security plans for County facility including access, issuance, and use of keys, weapons and other equipment; Develops procedures to facilitate employee training, use of weapons, chemical restraining agents and other safety and emergency equipment; Assists in preparing the Correction Division's budget dealing with security program aspects by projecting personnel and equipment needs; Purchases supplies and materials for the facility; Prepares a variety of records and reports related to the work.

**SUBJECTS OF EXAMINATION:** A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

- 1. 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.
- 2. New York State minimum standards for correctional facilities:** These questions test 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.
- 3. 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.
- 4. Supervising inmate 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 Anonymus, Narcotics Anonymus, etc.) and insuring 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.
- 5. 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.

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 "How to take a written test" helpful in preparing for this test. This publication is available on line at: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm)

**\*\*\*\*THE USE OF CALCULATORS IS PROHIBITED FOR THIS EXAM\*\*\*\***

**GENERAL INFORMATION ----- GREENE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

1. **APPLICATIONS:** For an application, send a stamped, self-addressed business envelope to Greene County Civil Service Commission, 411 Main St., Catskill, NY 12414, or at [www.greenegov.com](http://www.greenegov.com). Applications are accepted up to the last filing date indicated on announcement. This department does not make formal acknowledgment of the receipt of an application, or take responsibility for non-delivery of mail or postal delays. The Commissioners reserves the right to reject or accept applications after the advertised filing period. Please read and compare your qualifications carefully with the minimum qualifications as outlined. Only apply for those exams for which you are qualified for. Resumes are not accepted as a substitution for your application, but are accepted as an addition to your application. All experience is considered as paid work experience, **unless** specified under the minimum qualifications; volunteer experience, unpaid internship experience (if paid, verification must be provided) and education will not be accepted and/or substituted for experience in meeting the qualifications. **FAX & COPIES ARE NOT ACCEPTED—THE ORIGINAL SIGNATURE MUST APPEAR IN INK.**
2. **NON-REFUNDABLE FILING FEE:** A \$15.00 fee is required for EACH exam you are applying for. A \$25 fee is required for the POLICE OFFICERS, DEPUTY SHERIFFS OR CORRECTIONS OFFICERS exams. The **fee** must accompany your application. **Do not send cash! A check or money order payable to Greene County Civil Service Commission is required.** Include the exam title and exam number on your check or money order. Fees may be waived per C.S. Law §50.5(b). A \$10 SERVICE CHARGE will be imposed on any checks returned to the Greene County Treasurer.
3. **TIME AND PLACE OF EXAM:** Accepted candidates will be notified by letter approximately two (2) weeks prior to the exam date when and where to appear for the exam.
4. **MULTIPLE EXAMINATIONS & CROSS FILERS SCHEDULED FOR THE SAME DAY:** If you have applied to take a written exam announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written exam, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all exams at one exam site. All exams for positions in State government will be held at a State exam center. When taking both State and Local government exams, you are required to take all exams at the STATE exam site. For Greene County call (518) 719-3253, or obtain the cross filer form from our website or write to the above address no later than **two (2) weeks** prior to the date of the exams.
5. **SPECIAL EXAM ARRANGEMENTS & RELIGIOUS ACCOMMODATIONS:** If you require particular accommodations or special testing arrangements as a disabled person or alternate test date candidate (in accordance with alternate test date policy) clearly indicate this on your Application and the required form must accompany the application. For religious accommodation, most written exams are held on Saturdays. If You cannot take the test on the announced test date due to a conflict with a religious observance or practice, please check the box under #5 "RELIGIOUS ACCOMMODATION." We will make arrangements for you to take the exam on a different date, usually the following Monday.
6. **AGE REQUIREMENT:** Unless otherwise specified in the exam announcement, there are no age restrictions. However, there may be statutory restrictions on your employment if you are under 18 or over 70 years of age.
7. **RESIDENCY REQUIREMENT:** Unless otherwise specified in the exam announcement, candidates in all open competitive exams must at the time of the exam, have been legal residents for at least six (6) months of the political subdivision in which they seek appointment.
8. **VETERANS' CREDIT:** Disabled and non-disabled veterans who establish their eligibility for additional credits and are successful in the exam are entitled to have 10 and 5 points respectively (5 and 2 ½ points of credits in the case of promotion exams), added to their earned scores provided they have not used such credits to obtain permanent appointment or promotion. You will be allowed the option of waiving these credits after the completion of the exam. Effective 1/1/98 the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in exams. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. **IT IS THE RESPONSIBILITY OF THE CANDIDATE TO PROVIDE APPROPRIATE DOCUMENTARY PROOF TO THIS OFFICE** indicating that the service was in time of war, as defined in Sec. 85 of C. S. Law and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veterans' credit. An appropriate application form may be obtained at the Civil Service Office. **FAILURE TO PROVIDE PROOF PRIOR TO ESTABLISHMENT OF THE ELIGIBLE LIST WILL RESULT IN NO ADDITIONAL CREDIT BEING GRANTED.**
9. **ADDITIONAL SERVICE CREDIT FOR CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:** In conformance with Section 85-a of the C.S. 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 is 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.
10. **TRANSCRIPTS & COLLEGE DEGREES:** Whenever college transcripts or diplomas are requested, they should be submitted with the application for the exam or as soon as possible thereafter before the examination. For further details contact this office.
11. **RATING & REVIEW:** The passing grade is 70. Unless the announcement states otherwise, this examination is being prepared and rated by the NYS Civil Service in accordance with Section 23.2 of the NYS C.S. Law. The provisions of the NYS C.S. Rules and Regulations dealing with the preparation and rating of written exams will apply to this exam.
12. **TRAINING AND EXPERIENCE:** Training and experience will not be a subject of the exam unless specified on the front of the announcement. If a subject of the exam, training and experience may not be rated if all passing candidates are expected to be immediately reachable for appointment. If rated, training and experience will be based on the statements in your application which are subject to verification.
13. **ELIGIBLE LIST:** Eligible lists will be established on the basis of passing grades received by the candidates in the competitive portions of the exam. Lists are established for duration of one year unless further extended. The resulting eligible list will be used to fill appropriate vacancies as they occur. Lists resulting from promotion examinations are certified first.
14. **SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:** Per Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES involving direct contact with students, a clearance for employment from the State Education Department is required.
15. **FOR POSITIONS REQUIRING CRIMINAL BACKGROUND INVESTIGATION & FINGERPRINTING:** 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. Fingerprints to be used in performing the background checks would be collected from applicants pursuant to regulations promulgated by the DCJS, which will perform the State background check. DCJS will also submit the fingerprints to the FBI for the completion of the national background check. Individuals found to have criminal histories that bar their appointment to the position sought would then be disqualified by the municipal civil service agency pursuant to Section 50(4) of the Civil Service Law. As mentioned above, this Chapter applies to applicants or eligibles for original appointment to positions in the classified service. Current employees, transfer candidates, individuals reinstated from preferred lists pursuant to Section 81 of the Civil Service Law and applicants for promotion exams or current eligibles on promotion eligible lists are specifically exempted from the provisions of this Chapter. This act took effect July 22, 2003.
16. **CALCULATORS:** **Unless otherwise notified**, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. **The calculator function on cell phones** and devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited. You may not bring reference materials unless notified to do so.
17. **WEATHER:** Listen to your local TV & Radio Stations, (WNYT, WRGB, WTEN, WXXA & 98.5 THE CAT, OLDIES 93.5, 1230 WHUC, 810 WGY, 107.7 WGNA)
18. **EMERGENCIES (OTHER THAN WEATHER):** If any emergency prevents you from appearing for the exam 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.
19. **NOTE:** **As a condition of employment only within Greene County Departments candidates receiving a conditional offer of employment must successfully pass a drug screen, failure to meet the above standards may result in disqualification.**