

Greene County Sheriff's Office - Jail

Job Announcement: CORRECTIONS OFFICER

HOURLY RATE: \$20.59

This is a full-time, provisional appointment. Permanent appointment is contingent upon Civil Service examination.

All candidates who apply for this position must ALSO apply to take the corresponding Civil Service Examination.

The exam announcement is available at:

<https://www.greene government.com/wp-content/uploads/2021/09/CORRECTIONS-OFFICER-12-11-2021.pdf>

The last file date for this examination is October 29, 2021

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 at the 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. The work is performed under general supervision of a higher level correctional supervisor with leeway allowed for the exercise of independent judgment in dealing with day-to-day situations in the facility. Does related work as required.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENTS: Successful completion of the New York State Commission of Corrections training prior to completion of the probationary period. If this position requires a driver's license, possession of a valid New York State driver's license is required at time of appointment and this license must be maintained throughout employment.

NOTE:

1. No person may be appointed as a Corrections Officer 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 of any offense in any other jurisdiction which if committed in New York State would constitute a misdemeanor if the Civil Service Commission determines that the employment of such person is not in the best interest of the department.
2. At the time of appointment, candidate must be a Greene County resident for at least one (1) month and be at least 21 years of age.

Submission of a Greene County employment application is required that shows you meet the minimum qualifications for this position. You are responsible for an accurate and clear description of your experience. **You may include a resume but do not substitute a resume.**

Applications can be obtained at:

<https://www.greene government.com/wp-content/uploads/2019/07/GC-HR-EMPLOYMENT-APPLICATION-WITH-CONSENT-RELEASE-FORM-2019.pdf>

Qualified candidates should submit applications to the Greene County Human Resources Department, 411 Main Street, Catskill, NY 12414 or hr@discovergreene.com by or before **October 29, 2021**.

NOTE: Applicants or those eligible for original appointment to positions in the classified service in Greene County Government that receive a conditional offer of employment must successfully pass a drug screen and back ground check.