

**PLEASE POST CONSPICUOUSLY**

**ISSUE DATE: 4/12/2023**

**GREENE COUNTY CIVIL SERVICE COMMISSION**

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

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

**Announces a**

**TRAINING AND EXPERIENCE EXAM FOR**  
**EXAM NO. 63035 - CORRECTIONS OFFICER**

**REFER TO GENERAL INFORMATION ON PAGE 3 BEFORE COMPLETING THE EXAM APPLICATION**

**LAST FILE DATE: MAY 12, 2023**

**EXAM QUESTIONNAIRE COMPLETION DATES: JUNE 1-30, 2023**

(Postmarked on or before 5/12/2023, or hand delivered to Gr. Co. Civil Service Office no later than 4:30 p.m. on that day.)

**CORRECTIONS OFFICER:** Currently, there are **SEVEN (7)** vacancies within the **GREENE COUNTY SHERIFF'S OFFICE**. The eligible list established as a result of this examination will also be used to fill future full-time and part-time vacancies within this department as they occur.

**SALARY: \$20.59 PER HOUR (Currently negotiating new collective bargaining agreement)**

**RESIDENCY REQUIREMENTS:** Candidates must be legal residents of Greene, Albany, Columbia, Delaware, Schoharie or Ulster Counties for at least one (1) month immediately preceding the date of the examination. **Preference in appointment may be given to residents of Greene County (C. S. LAW #23, SUB PAR. A)**

**NON-REFUNDABLE FILING FEE:** A \$25.00 filing fee must be submitted with your application in the form of a check or money order. Credit cards can be accepted when filing applications in **person only**. Please be advised the service fee is 2.49% or a flat fee of \$1.50, whichever is greater, for each credit card transaction. **CASH IS NOT ACCEPTED**

**MINIMUM QUALIFICATIONS:** By the date of the examination, candidates must meet the following requirements: **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.
- 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 at least **21 years of age**.

**CONDITIONS OF EMPLOYMENT NOTIFICATION:**

1. The Sheriff's Office/Jail requires all potential candidates complete and return a background packet as a condition of employment.
2. As a condition of employment during probationary period, the candidate will be subjected to an agility test. Failure to pass this test may result in termination of employment. Condition of meeting the requirements of the agility test will be discussed during the interview process.

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

Makes periodic rounds, supervises the movement and activities of inmates and maintains jail security at an assigned post or cell area; Locks and unlocks cells and doors using mechanical and electrical devices; Watches for unusual incidents or activities on the part of inmates involving violation of facility rules, or life threatening situations and reports these to the supervisor either verbally or in writing; Checks cell, corridor and recreation areas for faulty bars, gates, fencing, etc., and makes routine fire and safety checks; Accompanies inmates to courts, prisons, jails, medical facilities, funerals and other locations as necessary; Issues clothing and bedding and instructs inmates in its proper care; Books inmates by preparing appropriate records, taking fingerprints and photo identification; Inventories and records inmates' clothing and property; Escorts visitors and observes inmates' visitations; Dispenses a variety of prescription and non-prescription medications to inmates; Searches cells, frisks inmates and confiscates contraband; Mediates minor incidents and takes direct action to break up fights or other disturbances between inmates; Supervises inmates assigned to work details, advises them of what is expected and of the rules and regulations of the work area including possible safety hazards; Listens to inmate problems, informs them of rules and regulations, and where they cannot be resolved, makes referrals to appropriate staff; May use chemical agents, weapons or restraining devices and protection equipment and clothing in case of fights or other disturbances; Prepares a variety of records and reports related to the care of inmates and security of the facility; May on occasion operate a variety of office equipment during the processing of inmates or report preparation; Operates control center equipment to control access to the jail area and monitors, via closed circuit television, movement within the facility.

**SUBJECTS 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, and the examination period closes at midnight on June 30, 2023.*

**First Step** - Complete an examination application from the local civil service agency and return it to the Greene County Civil Service Office at the address noted above on or before the last filing date of **May 12, 2023**.

**Second Step** - Approved candidates will be sent a notice containing directions to a website address needed to complete a Training and Experience Questionnaire.

**Third Step** – Complete the online Training and Experience Questionnaire between **June 1, 2023, and June 30, 2023**. The answers you provide in the questionnaire will be used to rate and score your test against the general requirements of the position(s). Your score will be based on training and experience gained before the application filing deadline of **May 12, 2023**. The questionnaire will close on midnight, **June 30, 2023**.

**Note:** If you are participating in the June 24, 2023, written multiple-choice test for Correction Officer with another civil service agency, you can also participate in this examination.

### **Information for applicants who are taking multiple examinations for Correction Officer, also known as Cross-filers:**

- Individuals can participate in multiple examinations to maximize their opportunity for appointment.
- Individuals can cross-file between two agencies that are participating in the T&E format examination or between two agencies that are participating in the multiple-choice format examination.
- Individuals can also apply and take multiple-choice examinations being held on June 24, 2023, and training and experience format examinations for Correction Officer being offered online; however, due to the different testing formats, individuals must take both examinations and cannot apply the score of one examination format to the other.

### **Taking the online T&E examination and personal NY.GOV ID Accounts:**

Approved applicants will need to access the T&E 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](mailto:fixit@its.ny.gov).

### **Frequently Asked Questions:**

For questions and answers about completing the online questionnaire, please visit the frequently asked questions page on our website at <https://www.cs.ny.gov/testing/faqs.cfm>.

**GENERAL INFORMATION --- GREENE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER -- PAGE 3**  
**APPLICATIONS AND FORMS MAY BE OBTAIN FROM THE OFFICE OR AT [www.greene.gov](http://www.greene.gov)**

**1. APPLICATIONS:** Mail to: Greene County Civil Service Commission, 411 Main Street, Catskill, NY 12414. Applications 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 reserve the right to reject or accept applications after the advertised filing period. Read and compare your qualifications carefully with the minimum qualifications as outlined. Only apply for those exams for which you are qualified. Resumes are not accepted as a substitution in indicating work experience on 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. **FAXES & COPIES ARE NOT ACCEPTED--THE ORIGINAL SIGNATURE MUST APPEAR IN INK.** **2. NON-REFUNDABLE FILING FEE & FEE WAIVER:** A \$15 fee is required for **EACH** exam **being filed** for with the exception of POLICE OFFICERS, DEPUTY SHERIFFS, OR CORRECTIONS OFFICERS exams which require a \$25 filing fee. The required **fee** must accompany your application. **Do not send cash! A check or money order payable to Greene County Civil Service Commission is required OR if filing in person, charge card payments are now accepted. Please be advised the service fee is 2.49% or a flat fee of \$1.50, whichever is greater. This will appear as a separate charge on your statement.** Include the exam title and exam number on your check or money order. Fees may be waived per C.S. Law §50.5(b). In order to be eligible for the FEE WAIVER, the completed Fee Waiver form must be submitted with your exam application. 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. You are required to bring your admission letter and social security number to the exam site. Call this office at (518) 719-3253 if you do not receive a notice up to three (3) days prior to the exam. **4. MULTIPLE EXAMINATIONS & CROSS FILER 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 exam date as this written exam, you must notify each of the local jurisdictions no later than two weeks before the exam date, so they can make arrangements for taking all exams at one exam site. All exams for positions in State government are 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 a 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 person with a disability or alternate test date candidate (in accordance with alternate test date policy) clearly indicate this on your application. All such requests must be supported by appropriate documentation. Special arrangements to provide access for disabled persons will be made in compliance with local, state and federal laws and regulations. For religious accommodation, most written exams are held on Saturdays. If you cannot take the exam on the announced exam 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 one (1) month 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 candidate received an honorable discharge or was released under honorable conditions in order to be certified 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 exam for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this exam 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 exam. 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 exam. Degrees must be awarded by a regionally accredited college or university or one recognized by NYS Education Dept. If you degree was awarded by an educational institution outside of the United States or its territories, you must provide independent verification of equivalency. Please contact Civil Service for additional instructions. **11. RATING & REVIEW:** The passing grade for examination is 70. Unless the announcement states otherwise, this exam is being prepared and rated by the NYS Department of 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 candidate 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 a 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 exams 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 examinations or current eligibles on promotion eligible lists are specifically exempted from the provisions of this Chapter. This act took effect July 22, 2003. **16. USE OF CALCULATORS:** Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. **The calculator function on cell phones & 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 and 98.5 THE CAT, OLDIES 93.5, 1230 WHUC, FLY 92, 810 WGY, 107.7 WGNA) **18. EMERGENCIES (OTHER THAN WEATHER):** If an 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.

**NOTE:** As a condition of employment only within Greene County Depts., candidates receiving a conditional offer of employment must successfully pass a drug screen, failure to meet the above standards may result in disqualification. Also, any other entity or employer making a conditional offer of employment may also impose these same conditions.