

SCHENECTADY COUNTY CIVIL SERVICE COMMISSION



SCHENECTADY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

OPEN-COMPETITIVE EXAMINATION

Exam Title: Correction Officer
Schenectady County Jail
The resulting eligible list will be used to fill vacancies as needed.

Exam Number: 86059

Salary Range: \$41,202 - \$63,890 (2023)

Last Date for Filing: November 3, 2023*

Residency Requirement: Immediately preceding the date of the written test and appointment, candidates must have been legal residents of New York State for at least one (1) month.

Duties: This position exists in the County Sheriff's Department and 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. The duties involve considerable inmate contact and supervision in a work, recreation or learning situation. Responsibilities include functioning as a booking officer, floor officer, trusty supervisor, rover, and communications officer. 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 Correction Lieutenant with leeway allowed for exercise of independent judgment in dealing with day-to-day situations in the facility. Does related work as required.

Minimum Qualifications: (As of the Last Date to File)

Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENTS:

- Candidates must pass a standardized physical agility fitness test.
- Candidates must possess a valid New York State Driver's license at time of appointment.

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Special Note: Permanent appointment is contingent upon successful completion of a criminal background check. Failure to meet the standards set for the investigative screening may result in disqualification.

You are urged to compare your qualifications carefully with the requirements for admission stated in the "minimum qualifications" section of the examination announcement, and file only for those examinations for which you are clearly qualified. The education and experience (including the percentage of time spent personally performing the duties of each employment) you indicate on the application will be verified and compared to the "minimum qualifications" for the position. Omissions or vagueness will not be interpreted in your favor.

What this examination consists of (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 11:59 pm on December 31, 2023.

FIRST STEP: Complete an examination application from the Schenectady County Civil Service Commission and return it on or before November 3, 2023. You may complete an application online at www.schenectadycountyny.gov or you may print the application from our website and return it to our office via U.S. mail on or before November 3, 2023. Applications must be postmarked by November 3, 2023 in order to be considered.

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 December 1, 2023 and December 31, 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 **November 3, 2023**. The questionnaire will close on 11:59 pm, **December 31, 2023**.

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. The candidates will need to apply, be registered, and complete the T&E questionnaire for each agency. Once the first questionnaire is completed, the candidate can review and submit the same questionnaire for the second, third agency, etc. since the answers will already be in the system.

There will not be a multiple-choice exam offered at this time.

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.

Helpful Tips for Completing the Questionnaire

We recommend that you review the questionnaire in its entirety and collect all the information you will need to complete the questionnaire (e.g. documents related to your education, licenses, certifications etc.). Then, set aside a block of time that is free of interruptions while you work on the questionnaire. Answer all questions that apply to your education, certification, and work experience as completely and accurately as possible. Save the information that you enter on each page by clicking on the “Save” button which is located at the end of each section. Review and print all saved information before you submit your completed questionnaire.

Shared Questionnaires: Multiple examination(s) may use the same questionnaire. A list of the examination(s) used for each are noted under the questionnaires. If you have applied for multiple examinations that utilize the same questionnaire, your submission will apply to all examinations you have applied to. If you subsequently wish to apply for additional examination(s) that use this questionnaire, you will be required to submit a separate questionnaire. This will not change your previous submission for the previous examinations.

Shared Questions: If you have filled out any questionnaires in the past, you may see saved responses pre-populated where appropriate. This feature is provided as a convenience to candidates. It is your responsibility to make sure all your responses are accurate before you submit each questionnaire, including any pre-populated responses. You can change, delete, or modify the information on the questionnaire before you submit it for a new examination; however, this will not change your previous submission. Each examination is scored based on your submission for that examination number.

Completed Questionnaires

Before you submit your questionnaire(s), you will be prompted to review your entries. We recommend that you print a copy of your responses to keep for your own records because this will enable you to check the information before you make your final submission. When you submit your questionnaire(s), you will receive a confirmation stating that your questionnaire has been successfully submitted.

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>.

Successful candidates may be scheduled at a later date for a physical agility test.

Physical Agility Components/Stations:

Candidates will go from Stations I through IV. Candidates will be allowed up to three minutes rest between stations. Once a station is started, it must be completed according to protocol. Stations are as follows:

Station I	Agility (Sidestep) – Starting from a center line, the candidate sidesteps alternately, first left then right, across Two (2) outside lines eight feet apart. The score is based on the number of lines crossed within ten (10) seconds.
Station II	Strength (Sit-up) – Candidate lays flat on the back, knees bent, heels flat on the floor, fingers interlaced behind the head. In the up position, candidate should touch elbows to knees and return with shoulder blades touching floor.
Station III	Endurance (Squat Thrust) – The candidate takes the erect standing position. At the command “Ready-Go”, the candidate bends the knees and places the hands on the floor. Then the candidate extends the legs backward, keeping the arms and body straight as in the push-up position. The candidate next returns to the squat position and to the erect position. One

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	complete squat-thrust is counted each time the candidate returns to the starting position of the four position exercise. The candidate is not allowed to stop and rest between squat-thrusts. If the candidate does not assume each of the four positions during one cycle of the four count exercise, a foul is committed and the squat-thrust does not count. The time limit is one (1) minute. The candidates raw score is the total number of squat-thrusts successfully completed in the given time.
Station IV	Speed (90 yd Dash) – Candidate runs three (3) laps around two markers. The score is the amount of time to the nearest half second.

SCORING CHART				
	AGILITY	STRENGTH	ENDURANCE	SPEED
	(sidestep)	(sit-up)	(squat thrust)	(90 yd dash)
Candidate Raw Score:				
Achievement Level:				
10	27+	50+	44+	16.5 or less
9	25-26	45-49	39-43	17.0-18.5
8	22-24	41-44	35-38	10.0-20.0
7	21	36-40	32-34	20.5-21.5
6	20	32-35	30-31	22.0-23.0
5	18-19	28-31	27-29	23.5-24.0
4	17	23-27	24-26	24.5-25.0
3	15-16	20-22	21-23	25.5-26.5
2	13-14	15-19	18-20	27.0-28.0
1	10-12	11-14	14-17	28.5-29.5
0	0-9	0-10	0-13	30+
Candidate Level:				

The total fitness score is the sum of the achievement levels for the four components of the screening test.

TOTAL OF ALL FOUR CANDIDATE LEVELS	FITNESS LEVELS:	32+	10	CANDIDATE FITNESS LEVEL (minimum passing level is 4)
		30-31	9	
	27-29	8		
	25-26	7		
	22-24	6		
	19-21	5		
	16-18	4		
	14-15	3		
	11-13	2		
	8-10	1		
	0-7	0		

A passing grade on a physical agility test is good for one (1) year from the date of the exam.

MEDICAL AND PSYCHOLOGICAL SCREENING EXAMINATIONS: Candidates who achieve a passing score on the written test and the physical agility fitness test will be required by the appointing authority to participate in a medical exam and a psychological screening process. If a candidate fails the medical exam or the psychological screening, he/she may be disqualified and permanently removed from the civil service eligible list for this title.

REMOVAL AND DISQUALIFICATION: Removals and disqualifications from the eligible list or from appointment shall be in accordance with New York State Civil Service Law Section 50.4.

Employment within a Schenectady County Department may be subject to pre-employment drug testing.

You are encouraged to read the General Conditions and Instructions Attachment

Date released: 09/19/2023

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Schenectady County Civil Service Examinations**General Conditions and Instructions**

1. **Application Forms.** Applications may be obtained at the Schenectady County Civil Service Office or on the Civil Service Department website at www.schenectadycounty.com. Candidates will be notified of the time and place of the examination.
2. **Application Deadline.** Applications postmarked after midnight of the last filing date will not be considered eligible for this examination.
3. **Change of Address.** You must notify the Civil Service Office of any change of address.
4. **Special Rights for Military Personnel.**
 - **Application Filing Period Extension.** Individuals serving on active duty in the armed forces during the filing period for a civil service examination, or individuals who have been discharged with other than a dishonorable discharge after the filing period has commenced will be permitted to file an application for examination no later than ten business days before the scheduled examination date, or the last date to file, whichever is later.
 - **Make Up Examination.** Any member of the armed forces who properly filed, within the announced filing period, an application for a competitive examination but was unable to participate in the examination due to active military service, will be provided with a special make-up examination under the terms and conditions deemed appropriate by the New York State Department of Civil Service and/or the Schenectady County Civil Service Commission.
5. **Examination Fee.** Beginning with the exam date of 01/14/2023, no examination fee will be collected for all examinations held in 2023. 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.
6. **2023 Examination Fee Waiver Form.** Even though examination fees will be waived for 2023, those applicants who are unemployed and primarily responsible for the support of a household, those applicants who are receiving SSI or public assistance (TANF, Family Assistance or Safety Net Assistance), or those applicants certified as JTPA / WIA eligible must complete the **Fee Waiver Form** and attach it to your application. This form can be obtained at the Civil Service Office or on the Civil Service Department website at www.schenectadycounty.com.
7. **Special Testing Arrangements.** If you need a special arrangement or accommodation to take the examination for one of the reasons outlined below, please check the appropriate box on the Examination Application and contact the Civil Service Office at (518) 388-4233.
 - **Religious Accommodations.** Most written exams are held on Saturdays. If you cannot take the exam on the announced date due to a conflict with a religious observation or practice, arrangements will be made so that you can take the examination on an alternate date.
 - **Reasonable Accommodation for Individuals with a Disability.** A reasonable accommodation will be made for individuals with a disability during the application and examination process. You must provide documentation as to the accommodation you need to apply for and/or take the examination.

- **Other Reasons.** An alternate exam date may be requested for one of the following reasons. Documentation supporting the request will be required.
 1. A death in the immediate family or household within the week preceding the exam date.
 2. Medical emergencies involving the candidate or member(s) of the candidate's immediate family.
 3. Military Orders (a copy of the orders is required).
 4. Wedding – must be a member of the wedding party or an immediate family member of the bride or groom.
 5. Vacation for which a non-refundable down payment was made before the exam announcement was issued.
 6. If an employee of the Unified Communications Center and mandated to work during the exam or mandated to work the shift immediately prior to the exam. Sufficiency of proof is at the discretion of the Civil Service Office. Employees must agree to take the exam prior to returning back to work after the exam has been given and have no exposure to exam material, other candidates who have taken the exam, and have no other members of their household also taking the exam.
- 8. **Notice to Appear for Examination.** Accepted candidates will be notified when and where to appear for the examination. If an application is disapproved, due notice will be sent.
- 9. **Failure to Appear for Exam.** Candidates who fail to appear for the exam as scheduled will be eliminated from further consideration for this competitive examination.
- 10. **Use of Calculators.** Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are **prohibited**. You may not bring books or other reference material to the test site.
- 11. **Examination Preparation and Rating.** This written 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 examination.
- 12. **Eligible List.** The minimum qualifications listed in this announcement have been approved by the Schenectady County Civil Service Commission for the purpose of evaluating a candidate's education, training and experience to determine admission to this examination. This examination is being conducted to establish a Civil Service Eligible List which will be certified to appointing authorities to fill available vacancies. Candidates whose names are certified for appointment have only met the minimum qualifications to take the examination. All candidates who pass the examination will be placed on an eligible list. Unless otherwise specified, the final rank order of the eligible list will be determined on the basis of the scores received on the written test, plus Veterans Credits and Seniority Credits where appropriate. The eligible list established as a result of this examination will be established for four years, but may expire after one year if superseded by a new list.
- 13. **Application Verification and Background Checks** – Statements made on the Examination Application are subject to verification. A clearance from the Commissioner of Education will be required for employment within a school district for those positions that are designated by the school district as having direct contact with students.
- 14. Persons holding a permanent position in this title, in this department are not eligible for admittance to this examination.

15. **Veterans Credits.** The following information and instructions pertain to those candidates who are claiming Veterans Credits. **Please note that Veterans Credits will not be granted after the establishment of the eligible list.**
- If you are claiming Veterans Credits as either a disabled or non-disabled veteran, you must check the appropriate box on the ***Application for Examination*** form and answer all questions accurately and completely. You must also complete the ***Application for Veterans Credits*** (obtained in the Schenectady County Civil Service Office or on the Civil Service Department website at www.schenectadycounty.com), and submit the DD-214 Discharge Papers showing that you have an honorable discharge. Failure to do so may result in a denial of your claim for Veterans Credits.
 - If you are claiming credits as a disabled veteran, you must in addition to meeting the requirements as indicated on the Examination Application, be certified by the United States Department of Veterans Affairs as being disabled in the actual performance of duty in any war; that the disability is rated at ten percent or more, and that the disability exists at the time of application for appointment or promotion.
 - All claims for Veterans Credits are tentative and must be verified through inspection of discharge papers and related documents prior to the establishment of the eligible list. All statements you make in support of your claim for Veterans Credits are subject to investigation and substantiation by the Schenectady County Civil Service Commission. In the event of subsequent disclosure of any material misstatement or fraud in your claim, your appointment may be rescinded and you may be disqualified from further appointment on which you have been granted additional credits as a result of such material misstatement or fraud.
 - Any candidate who is currently serving in the armed forces of the United States on a full-time active duty basis, other than active duty for training, may file for Veterans Credits on an examination **prior to the list being established.**
 - **Conditional Veterans Credits.** A qualified candidate receiving Conditional Veterans Credits will be restricted from certification using the credits until the appropriate documentary proof indicating that the service was in time of war and that the individual received an honorable discharge or was released under honorable circumstances has been presented. It is the candidate's responsibility to provide such proof to the Schenectady County Civil Service Office in order to have the restriction removed and be certified at a score including the Veterans Credits. Until such documentation is submitted, a candidate may only be certified with the examination score, not including the Veterans Credits.
 - **Additional Veterans Credits.** Effective January 1, 2014, additional Veterans Credits may be granted to veterans who:
 1. Used Non-Disabled Veterans Credits to obtain a civil service appointment or promotion with New York State or a local government; and
 2. Subsequent to such appointment, are certified by the US Department of Veterans Affairs as having a service connected disability rated at 10% or more.

16. **Seniority Credits (Promotional Exams Only).** Seniority Credits will be added to an eligible score based on continuous permanent competitive class service in the jurisdiction holding the examination. Service would be credited up to and including the date of examination as follows:

No. of Years	Credits	No. of Years	Credits	No. of Years	Credits
Less than 1 year	0	6 to 10 years	2	16 to 20 years	4
1 to 5 years	1	11 to 15 years	3	21 to 25 years	5

Each additional 5 years will be credited 1 point in accordance with the above schedule.

17. **Additional Credits for Eligible Children or Siblings of Firefighters and Police Officers Killed in the Line of Duty.** If you are either a child or sibling of Firefighter or Police Officer killed in the line of duty as defined in Civil Service Law Sections 85-a or b (see below), you may be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which the deceased firefighter or police officer had served. 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. **You must contact this office regarding these credits upon submission or your application for examination.**

- **Civil Service Law Section 85-a.** Children of firefighters and police officers killed in the line of duty are eligible for these additional credits.
- **Civil Service Law Section 85-b.** Siblings of Firefighters and Police Officers killed in line of duty (World Trade Center, September 11, 2001) are eligible for these additional credits. Pursuant to CSL §85-b, “killed in the line of duty” shall mean having died in the performance of duty as the natural and proximate results of participation in the rescue effort that was conducted in response to such attack.

Schenectady County is an Equal Opportunity Employer

