

**THE ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES  
ANNOUNCES  
AN OPEN-COMPETITIVE CIVIL SERVICE EXAMINATION FOR  
  
CORRECTION OFFICER  
EXAM NO. 69-282**

Written test to be held  
**APRIL 14, 2012**  
Ontario County, NY

Applications **MUST** be  
Postmarked no later than  
**MARCH 7, 2012**

Processing Fee  
**\$15.00**  
Check/Money Order

**ONTARIO COUNTY 2012 STARTING SALARY:** \$39,380.74 (\$18.93/hr.) (Pending negotiations). The List resulting from this examination will be used to fill all future vacancies as they occur.

CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF ONTARIO COUNTY FOR AT LEAST ONE MONTH PRECEDING THE EXAMINATION DATE.

Chapter 47, Article 2, Section 3-b of the NYS Public Officers Law states individuals appointed as a Correction Officer in the Office of Sheriff will be required to be residents of Ontario County at time of appointment and throughout the tenure of employment.

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

Maintains jail security and prisoner discipline by supervising the movement and activities of inmates and maintaining order within the facility;  
Performs guard duties at various locations;  
Obtains fingerprints and photographs of inmates for commitment and identification purposes;  
Advises inmates on the rules and regulations governing the operation of the facility and assists them in solving problems;  
Assigns prisoners to cells and keeps records on prisoners;  
Supervises the movement and activity of inmates including meal and recreation periods;  
Accepts and records clothing and property;  
Arranges for clothing and records for transfer of persons to courts, penal institutions and hospitals;  
Performs clerical duties connected with the release of prisoners;  
Secures and delivers various items for prisoners such as candy, books, writing materials, prescription medications and over-the-counter medicines;  
Makes periodic rounds and visual inspections of assigned areas and conducts searches for contraband;  
May be assigned to Scuba Squad Team, being responsible for the maintenance of own equipment;  
Transports inmates to various locations;  
May be assigned to court detail to ensure security.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma issued by a State Education authority,

AND

Possession of a valid New York State Operator's license at the time of appointment, and maintenance of such license throughout the tenure of employment in the position.

**SPECIAL REQUIREMENTS:** At the time candidates are being considered for appointment, they must meet physical/medical standards. In accordance with State Laws, a Correction Officer is a Peace Officer and must be a United States citizen to qualify to hold such office. Permanent appointments to this class are subject to satisfactorily completing training standards prescribed by the State Commission of Corrections.

**QUALIFIED APPLICANTS ARE ENCOURAGED TO MAINTAIN GOOD PHYSICAL FITNESS PRACTICES AS THEY ARE GIVEN ONE OPPORTUNITY TO PASS THIS PHYSICAL FITNESS TEST.**

**NOTE:** Limitation of eligibility to one sex. The State Civil Service Department or the municipal commission having jurisdiction may limit eligibility for examination to one sex when the duties of the position involved relate to the institutional or other custody or care of persons of the same sex, or visitation, inspection or work of any kind the nature of which requires sex selection.

**SPECIAL REQUIREMENTS FOR ASSIGNMENT TO THE SCUBA SQUAD TEAM:** All active divers on the Scuba Team will be required to successfully pass an annual physical examination as prescribed by the County physician, must complete 20 hours of training and conditioning annually, and, must complete at least four (4) practice or active dives, during the summer months, to successfully demonstrate capability to serve on the Squad, including at least one "cold water" dive.

**NOTE:** Applicants who lack thirty days, or less, of meeting the minimum qualifications by the date of the examination will be admitted conditionally to the examination. However, proof of the additional days' qualifications must be submitted prior to the establishment of the eligible list.

**NOTE:** IF AN APPLICATION IS DISAPPROVED OR ADDITIONAL INFORMATION IS NECESSARY, THE INFORMATION MUST BE RECEIVED IN OUR OFFICE 14 DAYS PRIOR TO THE EXAMINATION DATE. WITHOUT THIS INFORMATION, CANDIDATES MAY NOT BE ADMITTED TO THE EXAMINATION.

**CONTROLLED SUBSTANCES SCREENING:** When you are offered a full-time or part-time, permanent or contingent permanent appointment at Ontario County, you will be required to complete a controlled substances screening prior to employment.

**BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS:** Each candidate will be subject to a thorough background investigation. Applicants may be required to authorize access to educational, financial, employment, criminal history, mental health records or other records and participate in a polygraph examination. Conviction of a felony will bar appointment. Conviction of a misdemeanor or other offenses is subject to evaluation and may bar employment. At the discretion of the employing law enforcement agency, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to, fingerprinting and psychological testing. Drug testing is included in the required medical exam. Applicant may be required to submit the necessary fees for the fingerprint processing.

Ontario County and the Department of Human Resources is committed to a Drug Free Workplace and has determined that the use of illegal controlled substances, the misuse of other products for mind-altering purposes and/or the abuse of alcohol may disqualify candidates for Correction Officer. A complete policy is available in Human Resources for review.

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

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.

**NOTE:** A Guide for the Written Test for Entry-Level Correction Officer Series is available at the New York State website:[www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm). Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

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

**EMERGENCY CANCELLATION OF EXAMS WILL BE ANNOUNCED ON CHANNEL 10 NEWS  
NEWS10NBC.COM, AND 1550 AM RADIO STATION.**

Applications and further information may be obtained by writing or calling in person at the ONTARIO COUNTY DEPARTMENT OF HUMAN RESOURCES, 3019 County Complex Drive, Canandaigua, New York 14424 (585-396-4465). Information may also be obtained by visiting our website at [www.co.ontario.ny.us/HumanResources/](http://www.co.ontario.ny.us/HumanResources/) Completed applications, which must be delivered personally or bear a postmark not later than **MARCH 7, 2012**, must be filed at the same address. Information may also be obtained by calling in person at our **WALK-IN** office at 83 Seneca Street in Geneva, (315-719-0321). The Geneva Office is open on Mondays and Wednesdays only.

**ADDRESS AND TELEPHONE NUMBER CHANGES MUST BE PROVIDED IN WRITING AS NOTIFICATION OF EXAM AND VACANCIES ARE MAILED TO ELIGIBLES. TO BE CONSIDERED FOR PREFERENCE IN CERTIFICATION BASED ON RESIDENCY, PLEASE INCLUDE SCHOOL DISTRICT AND TOWN/VILLAGE.**

IF CANDIDATES FAIL TO RECEIVE AN ADMISSION LETTER AT LEAST SEVEN DAYS PRIOR TO THE EXAMINATION DATE, YOU SHOULD CONTACT THE DEPARTMENT OF HUMAN RESOURCES IMMEDIATELY.

This examination is announced and will be rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Law and Rules and Regulations dealing with the rating of examinations will apply to this examination.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS OR BOCES**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a School District or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

**RELIGIOUS ACCOMMODATION:** Most written tests 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, check the box under "Religious Accommodation". We will make arrangements for you to take the test on a different date (usually the following business day).

**NOTE:** 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.

The **required fee** must accompany your application. (If you file for multiple examinations, each application must be accompanied by a separate check/money order. If your application is disapproved, your check/money order will be returned to you.) Check/money order must be made payable to the **Ontario County Department of Human Resources** and write the examination number on your check/money order. Do not send cash. If you are approved and do not appear for the examination, you forfeit the fee as no refunds will be made. In accordance with Civil Service Law, Section 50.5(b), an exception to the fee requirements will be made only for persons who are unemployed and primarily responsible for the support of a household or who are receiving public assistance. A **\$20.00 service charge** will be imposed on any checks returned to the Ontario County Treasurer.

Any member of the **Armed Forces** of the United States of America, who having duly filed an application to compete in a scheduled competitive examination for Civil Service employment by the State of New York or any of its subdivisions and who due to active military duty is deprived of the opportunity to compete in such examination shall be provided with an opportunity to compete, under terms and conditions deemed appropriate by the State Department of Civil Service or Municipal Commission, by way of a special military make-up examination.

**DISABLED PERSONS:** If special arrangements for testing are required, indicate this on your application form.

**Applying for Civil Service Examinations in Multiple Jurisdictions When Examinations are Scheduled on Same Date**

If you have applied for any other Civil Service examinations to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all the examinations at one test site.

If you have applied for both State and local government examinations, you must notify the Ontario County Department of Human Resources of your intent to take both a State and a local government examination. When taking both a State and a local government examination, you will be required to take all your examinations at a State examination center. You will be advised by letter when and where to report for your examinations.

If you have applied for another local government examination with another local civil service agency, call or write to each Civil Service Agency to make arrangements. You must make your request for these arrangements no later than two weeks before the date of the examinations. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examinations. You must provide a list of all exam titles, numbers and locations for which you have applied. For this examination write to Ontario County Department of Human Resources, 3019 County Complex Drive, Canandaigua, New York 14424.

Ontario County is an Equal Opportunity Employer and, as such, offers equal opportunities for all qualified applicants with no discrimination as to age, race, color, creed, sex, national origin, sexual orientation, military status, predisposing genetic characteristics, marital status, domestic violence victim status or disabilities and, in certain circumstances pursuant to Executive Law 296, conviction record. Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated.

Mary A. Krause  
Director of Human Resources

Correction Officer  
Exam No. 69-282  
Issued: February 8, 2012

