

PLEASE POST CONSPICUOUSLY

MADISON COUNTY PERSONNEL/CIVIL SERVICE
138 N. COURT STREET/P.O. BOX 636
WAMPSVILLE, NEW YORK 13163
(315) 366-2341

#63436 CORRECTIONS OFFICER
(RE-ISSUED – Note: Change in Exam Date and Format)

EXAM QUESTIONNAIRE SUBMISSION PERIOD:

Submission of Training & Experience Questionnaire
December 15, 2022 through January 15, 2023

APPLICATIONS ACCEPTED UNTIL:

November 29, 2022 by 4:00 p.m.

Note: If you are participating in the December 10, 2022 written test for Corrections Officer with another civil service agency, you can also participate in this exam.

To apply for exams:

- **Online:** Go to <https://madison-portal.mycivilservice.com/exams>.
- **By Mail:** Applications can be downloaded from the Personnel Department's website at: <https://www.madisoncounty.ny.gov/301/Personnel-Forms>.
- Applications must be received or postmarked by the application deadline. Carefully compare your qualifications against the minimum qualifications listed on the announcement and apply for only those examinations for which you clearly meet the required qualifications.

SALARY: \$20.77/hour (2022 Hire Rate)

VACANCIES: The eligible lists established as a result of these examinations will be used to fill present and future vacancies as they occur in the Madison County Sheriff's Office.

RESIDENCY: Candidates must have been legal residents of Madison County, Onondaga County, Cortland County, Chenango County, Otsego County, Oneida County, or Oswego County for at least one month immediately preceding the date of the written test. Preference in certification may be given to successful candidates who have been legal residents of Madison County or the jurisdiction in which appointment is to be made for at least one month prior to the date of certification.

DISTINGUISHING FEATURES OF THE CLASS: 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. The incumbent does related work as required.

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

SPECIAL REQUIREMENT: Successful completion of the NYS Commission of Corrections training prior to completion of the probationary period.

TO BE CERTIFIED FOR APPOINTMENT, CANDIDATES MUST MEET THE FOLLOWING SPECIAL REQUIREMENTS:

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 County Personnel Officer determines that the employment of such person is not in the best interest of the department.
2. Candidates must be at least 21 years of age at the time of appointment.
3. United States citizenship is required at the time of appointment.
4. Possession of a valid New York State Driver's license at the time of appointment and maintenance of said license for the duration of appointment.

BACKGROUND INVESTIGATION AND ADDITIONAL SCREENING: Applicants may be required to undergo a State and national criminal history background investigation, which may include a fingerprint check to determine suitability for appointment. At the discretion of the appointing authority, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to psychological testing. Failure to meet the standards for the background investigation may result in disqualification.

FINGERPRINTING & FEES: Fingerprinting may occur at the applicant's expense.

PRE-PLACEMENT PHYSICAL AND CONTROLLED SUBSTANCES SCREENING: When you are offered a permanent, full-time or permanent, part-time appointment at Madison County, the offer of employment will be contingent upon successful completion of a pre-placement physical and controlled substance screening prior to employment.

SUBJECTS OF EXAMINATION: **THERE WILL BE NO WRITTEN OR ORAL TEST FOR THIS EXAMINATION. IF YOU MEET THE MINIMUM QUALIFICATIONS, YOU WILL RECEIVE A RATING BASED UPON AN EVALUATION OF YOUR TRAINING AND EXPERIENCE AGAINST THE DUTIES OF THE POSITION BEING TESTED.**

Candidates must first complete an examination application and return it to the Madison County Personnel/Civil Service Department on or before the last filing date of **November 29, 2022**.

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

The Training and Experience Questionnaire will be available on December 15, 2022 and approved candidates will be required to complete and submit this questionnaire between December 15, 2022 and midnight, January 15, 2023.

NOTE: Candidates will not be able to claim any credit for training or experience gained after the application filing deadline of **November 29, 2022**.

Candidates who fail to submit a questionnaire by midnight, January 15, 2023 will not receive a rating.

The written test 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 the written test.

ADDITIONAL EXAMINATION CREDIT TO CHILDREN OF DEPUTY SHERIFFS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY: In conformance with section 85-a of the Civil Service Law, children of deputy sheriffs 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 deputy sheriff 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.

VETERAN'S CREDIT: Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. [Applications](#) for veteran's credit are available from this office. Veteran's credit can only be added to a passing score on the examination.

Candidates currently in the armed forces may apply for and be conditionally granted veteran's credit in examinations. 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 indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credit.

THOSE REQUIRING RELIGIOUS ACCOMMODATIONS, DISABLED PERSONS AND MILITARY PERSONNEL CALLED TO ACTIVE DUTY: IF SPECIAL ARRANGEMENTS FOR TESTING ARE REQUIRED, INDICATE THIS ON YOUR APPLICATION FORM.

BE SURE TO ENTER YOUR SOCIAL SECURITY NUMBER ON YOUR APPLICATION WHEN YOU FILE. QUALIFIED CANDIDATES MUST BRING THEIR SOCIAL SECURITY NUMBER TO THE EXAMINATION AS THIS WILL BE USED AS THEIR IDENTIFICATION NUMBER IN THE EXAMINATION.

ISSUED: September 15, 2022
REISSUED: November 15, 2022

Eileen M. Zehr
Madison County
Personnel Officer