

PLEASE POST CONSPICUOUSLY

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

#61893 CORRECTIONS OFFICER

EXAM QUESTIONNAIRE SUBMISSION PERIOD:

Submission of Training & Experience Questionnaire
June 1, 2023 through June 30, 2023

APPLICATIONS ACCEPTED UNTIL:

May 12, 2023 by 4:00 p.m.

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

To apply for exam:

- **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: \$23.89/hour (2023 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 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 and return it to the Madison County Personnel/Civil Service Department on or before the last filing date of May 12, 2023 by 4:00 p.m.

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.

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.

ISSUED: April 12, 2023

Eileen M. Zehr
Madison County
Personnel Officer

MADISON COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER