

PLEASE POST CONSPICUOUSLY
MADISON COUNTY DEPARTMENT OF HUMAN RESOURCES
138 N. COURT STREET/P.O. BOX 636
WAMPSVILLE, NEW YORK 13163
(315) 366-2341

#60036590 CORRECTIONS OFFICER

EXAM QUESTIONNAIRE SUBMISSION PERIOD:

June 1, 2025 – June 30, 2025

APPLICATIONS ACCEPTED UNTIL:

May 20, 2025

To apply for exam:

- **Online:** Go to <https://madison-portal.mycivilservice.com/exams>.
- **By Mail:** Applications can be downloaded from the Department of Human Resources website at:
<https://www.madisoncounty.ny.gov/301/Human-Resources-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: \$25.72/hour (2025 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 appointment. 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 Director of Human Resources determines that the employment of such person is not in the best interest of the department.
2. Candidates must be at least 19 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.

ANTICIPATED ELIGIBILITY – AGE REQUIREMENT: Applicants may be approved conditionally to take civil service examinations if the minimum age requirement will be met within twelve (12) months from the date of the exam. Names of conditionally approved candidates will be restricted on the eligible list and will not be certified for appointment(s) until they meet the age requirement.

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. 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 complete an examination application and return it to the Madison County Department of Human Resources on or before the last filing date of **May 20, 2025 by 11:59 p.m.**

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 (T&E) Questionnaire will be available on June 1, 2025, and approved candidates will be required to complete and submit this questionnaire between June 1, 2025 and midnight, June 30, 2025. Candidates will not be able to claim any credit for training or experience to be gained after the application filing deadline of May 20, 2025.

Candidates who fail to submit their questionnaire by June 30, 2025 will receive the minimum rating of 70.

CONTINUOUS RECRUITMENT ELIGIBLE LISTS: This examination is being held on a continuous recruitment basis. The **TRAINING AND EXPERIENCE EXAM** will be held periodically. Candidates who meet the qualifications and pass the exam will have their names placed on the eligible list in order of final scores, regardless of the date on which they filed or took the test. Generally, the names of qualified candidates will remain on the eligible list for one (1) year. Madison County Department of Human Resources reserves the right to terminate this special recruitment program.

This **TRAINING AND EXPERIENCE EXAM** was prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, rules and regulations dealing with the preparation and scoring of examinations apply to this test. No review is available for the **TRAINING AND EXPERIENCE EXAM** as the opportunity for retest exists.

NOTE: Individuals can participate in Correction Officer examinations for other municipal civil service agencies to maximize their opportunity for appointment. Interested candidates will need to separately apply, be registered, and complete the T&E questionnaire for each municipal civil service agency according to each agency’s guidelines. In addition, the application and T&E questionnaire process for the NYS Correction Officer Trainee exam program is separate from the Correction Officer T&E exam program for municipal civil service agencies. Visit cs.ny.gov for more information on applying to State exams.

TAKING THE ONLINE T&E EXAMINATION AND PERSONAL NY.GOV ID ACCOUNTS: Approved applicants will need to access the T&E examination 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.

Don't have an NY.gov account?

Create Account 

Sign in to your existing NY.gov account

Sign In

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.

INFORMATION FOR APPLICANTS WHO ARE TAKING MULTIPLE EXAMINATIONS FOR CORRECTIONS OFFICER, ALSO KNOWN AS CROSS-FILERS: Individuals can participate in Correction Officer examinations for other municipal civil service agencies to maximize their opportunity for appointment. Interested candidates will need to separately apply, be registered, and complete the T&E questionnaire for each municipal civil service agency according to each agency’s guidelines. In addition, the application and T&E questionnaire process for the NYS Correction Officer Trainee exam program is separate from the Correction Officer T&E exam program for municipal civil service agencies. Visit cs.ny.gov for more information on applying to State exams.

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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.

ADDITIONAL CREDIT: 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.

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.

ISSUED: May 2, 2025

Ryan D. Aylward
Madison County
Director of Human Resources