

DEPARTMENTAL PROMOTION EXAMINATION

CORRECTION OFFICER - SERGEANT
EXAM #76-628 (PROM)

SEPTEMBER 21, 2010
APPLICATION DEADLINE DATE

OCTOBER 30, 2010
EXAMINATION DATE

APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY APPLICATION DEADLINE DATE
A NON-REFUNDABLE AND NON-TRANSFERABLE PROCESSING FEE
MUST ACCOMPANY EACH APPLICATION
\$25.00 MONEY ORDER ONLY -- PAYABLE TO ONEIDA COUNTY

STARTING SALARY/RANGE: \$36,849 Oneida County Government

VACANCIES: There is currently one (1) vacancy at the Oneida County Sheriff's Office, Oriskany, NY. **The eligible list, established as a result of this examination, will be used to fill these vacancies and any other appropriate vacancies which may occur in this title under the jurisdiction of the Oneida County Commissioner of Personnel.**

MINIMUM QUALIFICATIONS: Candidates must have full-time, permanent competitive status for a period of **thirty-six (36) months as a Correction Officer** in the Oneida County Sheriff's Office, immediately preceding the date of this examination.

SPECIAL REQUIREMENTS: Eligibility for an appropriate level New York State Driver's License at the time of application. Possession of a valid license at time of appointment.

NOTES: Applicants must meet the minimum qualifications on or before the date of the examination.

DUTIES: Supervises and performs correction officer duties in the Oneida County Correctional Facility and is responsible for the custody, security and general well-being of inmates confined in the Oneida County Sheriff's Office (Correction Division). Supervision is exercised over a number of correction officers. Incumbent performs related work as required.

SENIORITY CREDIT: Computation of seniority points will begin from the date of original entry in the full-time, permanent classified service, of the jurisdiction in which promotion is sought. Points will be added to an eligible score, as follows:

*Less than 1 year-	0 points
*1 year up to 6 years -	1 point
*Over 6 years up to 11 years -	2 points
*Over 11 years up to 16 years -	3 points
*Over 16 years up to 21 years -	4 points
*Over 21 years up to 26 years -	5 points
*Over 26 years -	6 points

SUBJECTS OF EXAMINATION: There will be a written test which you must pass in order to be considered for appointment. The written test will be designed to test for knowledge, skills, and/or abilities in such areas as:

- 1. Minimum Standards for Management of County Jails and Pertinent NYS Correction Law and Penal Law -** These questions test for knowledge in such areas as: the Minimum Standards for county jails promulgated by the Commission of Correction concerning the admission/discharge, care, custody, movement, activities, behaviors, correctional treatment, supervision, and discipline of all persons confined to local correctional facilities, as well as pertinent NYS Correction Law and Penal Law.
- 2. Correctional Services Security and Emergency Response Simulation Exercise-**This simulation exercise requires you to assume the role of a first-line supervisor in a correctional facility. You will be asked to recognize and respond to security problems and emergency situations similar to those encountered by a first-line correctional supervisor. The exercise tests for ability in such areas as: identifying security problems, investigating incidents, reasoning out appropriate responses to security situations, and controlling and containing emergency situations.
- 3. Correctional Services Supervisory Simulation Exercise-**This simulation exercise requires you to assume the role of a supervisor in a correctional facility. You will be asked to respond to supervisory situations and problems

similar to those typically encountered by a first-line correctional supervisor. The exercise tests for ability in such areas as: issuing directions, demonstrating leadership, evaluating performance of staff, maintaining work standards, motivating and developing staff, and dealing with problems of absenteeism, morale, and discipline.

- 4. 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.

NOTE: A "Guide to Taking the Examination for First-Line Correctional Supervisor Series" is available on the New York State Department of Civil Service website at: www.cs.state.ny.us/testing/localtestguides.cfm or at the Oneida County Personnel Office, 800 Park Avenue, Utica, New York or call 798-5726 for more information on how to obtain a copy of this guide.

USE OF A CALCULATOR IS PROHIBITED FOR THIS EXAM.

**INSTRUCTIONS FOR APPLYING FOR MULTIPLE CIVIL SERVICE EXAMS
SCHEDULED ON THE SAME DATE**

If you have applied for other civil service exams in another jurisdiction (state, county, city) scheduled on the same date, **YOU** must make arrangements to take all the exams at one test site. Please contact the Oneida County Department of Personnel at **315-798-5726** **AND** submit a completed **CROSS-FILER NOTIFICATION** form to our office at least two weeks prior to the test date. If you have applied for a State exam, **YOU MUST** also make arrangements to take all exam titles at the State Exam site by calling **518-457-7022** two weeks prior to the test date.

GENERAL INSTRUCTIONS

- 1. APPLICATIONS:** Unless otherwise indicated on this announcement, the candidate will complete one "Oneida County Application for Employment" form for each examination he/she wishes to take. **NO COPIES WILL BE ACCEPTED.** Applicants must answer every question on the application form, and make sure that the application is complete in all respects. **INCOMPLETE APPLICATIONS WILL BE DISAPPROVED.** All applications shall be filed with the Oneida County Dept. of Personnel. This office reserves the right to reject all applications received after the last filing date.
- 2. ADDRESS CHANGE:** Failure to notify this office of a change of address may result in disqualification for examination or certification for appointment following examination. No attempt will be made to locate candidates who have moved.
- 3. RELIGIOUS ACCOMMODATIONS/DISABLED PERSONS/MILITARY MEMBERS:** Please indicate on your application if special arrangements for testing are needed. Military Services Members: See instructions and information E on application.
- 4. ALTERNATE TEST DATES:** In certain circumstances that fall under the Alternate Test Date Policy established by this department, an alternate test date may be arranged.
- 5. EMERGENCIES:** If an emergency prevents you from appearing for the examination please notify this office no later than 10:00 AM on the Monday following the test date. (Tuesday, if Monday is a holiday), providing verifiable documentation of the reason.
- 6. VETERANS:** See instructions and information F on application.
- 7. ADMISSION NOTICE:** See instructions and information C on application. **IF YOU HAVE NOT RECEIVED YOUR ADMISSION NOTICE THREE DAYS BEFORE THE DATE OF THE WRITTEN OR PERFORMANCE TEST, NOTIFY THIS OFFICE IMMEDIATELY.**
- 8. ELIGIBLE LISTS:** Appointments from an eligible list must be made from the top three candidates willing to accept appointment. The duration of an eligible list may be fixed for a minimum period of one (1) year and a maximum period of four (4) years. Changing conditions may make it advisable to certify to future vacancies at higher or lower salaries than those announced.

9. **COLLEGE DEGREE/CREDIT:** If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies providing this service may be obtained in person from the Oneida County Department of Personnel, by mail (include a self-addressed, stamped envelope) OR on the New York State Department of Civil Service web site: www.cs.state.ny.us/jobseeker/degrees.cfm . You will be responsible for the required evaluation fee.
10. Federal and State Law prohibit discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, marital status or genetic predisposition or carrier status.
11. This examination is being 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 rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.
12. **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.
13. **BACKGROUND INVESTIGATION:** Applicants may be required to undergo a state and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.
14. **APPLICATION FEE WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a “Request for Application Fee Waiver and Certification” form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. If you can not download this form by clicking on its title, the form is available at the Oneida County Department of Personnel, 800 Park Avenue, Utica, NY 13501. You may also call (315) 798-5726 or write to the Oneida County Department of Personnel to request a copy.**

Issued: 08/03/10

**ONEIDA COUNTY EXAM ANNOUNCEMENTS CAN BE ACCESSED ON OUR WEBSITE:
www.ocgov.net .**

**** ONEIDA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER ****