

**JEFFERSON COUNTY DEPARTMENT OF HUMAN RESOURCES**  
**County Office Building - 175 Arsenal Street**  
**Watertown, NY 13601**  
**www.co.jefferson.ny.us**

Valerie M. Nugent  
Director of Human Resources

**\*A NON-REFUNDABLE APPLICATION FEE OF \$20 MUST ACCOMPANY YOUR APPLICATION**  
**PLEASE COMPLETE APPLICATION IN ITS' ENTIRETY - DO NOT SEND RESUME.**

**OPEN COMPETITIVE EXAMINATION**  
**FOR**  
**NO. 87-583 CORRECTION OFFICER**

**VACANCIES:** This list will be used to fill future vacancies, as they occur, with the Jefferson County Sheriff's Department.

**SALARY:** \$23.64 - \$28.93/hr.

**CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF NEW YORK STATE FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST.**

**LAST FILING DATE:** June 14, 2024

**EXAMINATION DATE:** July 1 – midnight July 31, 2024

Disabled Persons and Persons needing Religious Accommodation: If special arrangements for testing are required, indicate this on your application form.

**MINIMUM QUALIFICATIONS:** Candidates must meet the following requirements on or before the date of the written test:

Graduation from high school or possession of a high school equivalency diploma. Candidates must pass a qualifying medical examination.

**AGE:** Candidates must be at least 20 years old on or before the date of the examination to take the test. Eligibility for appointment as a Correction Officer begins when the candidate reaches age 21.

**CANDIDATES MUST COMPLETE IN FULL THE MANDATORY CORRECTION OFFICER EXAM SUPPLEMENT.**

**NOTE:**

- 1) Valid New York State driver's license is required at time of appointment.
- 2) Newly appointed Correction Officers are required to attend and successfully complete a formal training program.
- 3) Correction Officers are Public Officers, therefore, Jefferson County Residency is required at time of appointment and for continued employment.

**CITIZENSHIP:** United States citizenship is required.

**PHYSICAL AND MENTAL:** Candidates passing the written portion of the examination will have their names placed on the eligible list but will also be required to pass, under current standards, qualifying medical tests before they can be certified for permanent appointment. An individual should not forego taking a written examination for a public safety position solely because he or she cannot now meet or may not be able to meet the current medical and physical standards for appointment.

A brief description of these requirements is as follows: Candidates must be physically strong and active; free from mental and physical defects, deformities, or diseases; well-proportioned within the range of accepted standards; and have satisfactory hearing and satisfactory eyesight.

Candidates must meet the required physical fitness and medical standards. The minimum acceptable standard of visual acuity (uncorrected) with each eye tested separately, shall be no worse than 20/30 in each eye; corrected, with both eyes tested together, shall be no worse than binocular vision of 20/20; acceptable color perception; weight in proportion to height and frame size; acceptable hearing acuity. Detailed medical requirements will be available for review upon request.

**CONVICTION OF A FELONY WILL BAR AND CONVICTION OF A MISDEMEANOR OR OTHER OFFENSE MAY BAR PARTICIPATION IN EXAMINATION AND APPOINTMENT.**

**Background Investigation:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check (to be paid by the applicant), to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

Chapter 548 of the New York State Laws of 1976 "empowers the Division of Criminal Justice Services to charge a fee when it conducts a search of criminal history records in connection with an application for employment". You will be required to submit payment of this fee only if you are appointed as a Correction Officer.

**EXAMPLES OF WORK:** (illustrative only)

- Maintains jail security and prisoner discipline;
- Books inmates by preparing appropriate records, fingerprints, photographing, and other related duties;
- Supervises inmates at meal times and at work stations;
- Assigns inmates to cells and informs them of prison rules and routines;
- Supervises visitations to inmates and records all incoming and outgoing mail;
- Maintains jail records on all prisoners and prepares a variety of reports related to the care of inmates and security of the facility;
- Keeps prisoners under constant surveillance;
- Supervises the care, storage, and distribution of clothing and linen and maintenance of beds, mattresses, and furniture;
- Maintains and supervises all medical, hygiene, and policy-prescribed needs of inmates;
- Makes periodic rounds of assigned areas, checking locking devices;
- May guard inmates in transit between jail, courtroom, or other facilities;
- May perform desk and dispatching duties;
- With proper authorization, may use weapons, chemical agents, restraining devices, or protective equipment in case of emergency.

## **SCOPE 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 Jefferson County Department of Human Resources on or before the last filing date of June 14, 2024.**

**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 **July 1, 2024**, and approved candidates will be required to complete and submit this questionnaire between **July 1, 2024, and midnight, July 31, 2024.** Candidates will not be able to claim any credit for training or experience gained after the application filing deadline of **June 14, 2024.**

Candidates who fail to submit their questionnaire by **July 31, 2024** will **not** receive a score and **not** be added to the eligible list.

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](https://www.cs.ny.gov) for more information on applying to State exams.

## **Test guide:**

A Guide for the Written Test for **Correction Officer** is available at the New York State website: <https://www.cs.ny.gov/testing/testguides.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.

This examination 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 this written test.

**JEFFERSON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.**

NOTE: Candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries, or any similar devices are prohibited. You may not bring books, reference materials, devices, or calculators which provide assistance beyond simple numerical computation.

\*A **NON-REFUNDABLE** fee of \$20 is required for each separately-numbered examination for which you apply. The required fee must accompany your application. Send check or money order payable to the **Jefferson County Treasurer** and write the examination title(s) and number(s) on your check or money order. **DO NOT SEND CASH.** File only for those examinations for which you are clearly qualified. An exception to the fee requirement will be made only for persons who provide proof that they are unemployed and are primarily responsible for the support of the household; or who are receiving Medicaid, Supplemental Security Income (SSI) 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. Individuals wishing to claim this waiver of fee must complete an **Application Fee Waiver Request and Certification Form**. This form is available at the Jefferson County Department of Human Resources office. Such claims are subject to later verification and, if not supported by appropriate documentation are grounds for barring appointment.

Issued: 5-17-24

87-583 CORRECTION OFFICER APPLICATION SUPPLEMENT

(Attach this form securely to the examination application)

1. Are you a citizen of the United States? YES [ ] NO [ ]

2. Date of Birth: \_\_\_\_\_

3. Driver's License Number: \_\_\_\_\_

Issuing Agency (City & State): \_\_\_\_\_

Expiration Date: \_\_\_\_\_

I do hereby certify that the statements made on this form (including attached papers) are true under the penalties of perjury.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Applicant