

JEFFERSON COUNTY DEPARTMENT OF HUMAN RESOURCES
County Office Building - 175 Arsenal Street
Watertown, NY 13601
www.jeffersoncountyny.gov

Valerie M. Nugent
Director of Human Resources

**** A NON-REFUNDABLE APPLICATION FEE OF \$20 MUST ACCOMPANY YOUR APPLICATION
PLEASE USE THE PROMOTION APPLICATION AVAILABLE IN THE HUMAN RESOURCES OFFICE***

**PROMOTION EXAMINATION
FOR
NO. 70031-240 CORRECTION CORPORAL**

CANDIDATES MUST BE PERMANENTLY EMPLOYED IN THE JEFFERSON COUNTY SHERIFF'S DEPARTMENT AND MUST HAVE SERVED CONTINUOUSLY ON A PERMANENT BASIS AS A CORRECTION OFFICER FOR ONE YEAR IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST.

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

SALARY: \$28.91 - \$36.92/HR.

LAST FILING DATE: September 18, 2026

EXAMINATION DATE: November 7, 2026

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

EXAMPLES OF WORK: (illustrative only)

Supervises the activities of subordinate Correction Officers;
Acts as a shift supervisor, when required, and may have complete responsibility of the correctional facility;
Maintains discipline over officers and inmates ensuring that departmental regulations, code of conduct, policies, procedures, and state laws are followed;
Observes officers in the course of their duties, coaches and counsels them as to the improvement of their performance and skills;
Reviews and processes facility operating reports concerning the booking process, incident reports, operating procedures, investigation reports, and inspection reports;
Reviews reports from officers and instructs them in proper procedures;
Conducts daily inspections to ensure the facility and it's staff are operating the jail in accordance with the lawful standards prescribed by the NYS Minimum Standards for County Jails;
Reports breaches of security and rules or inefficiency of officers who have not adhered to counseling and warnings;
Takes complete charge and assumes all responsibility for the areas charged with;
Maintains and disposals of supplies necessary for assignments;
Arbitrates disputes between officers and inmates.

SCOPE OF EXAMINATION: Written test will cover knowledge, skills, and/or abilities in such areas as:

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.

New York State minimum standards for correctional facilities

These questions test for knowledge of the Minimum Standards for state, county, and local correctional facilities that are promulgated by the New York State Commission of Correction in areas such as the admission/discharge, care, custody, movement, correctional treatment, security, supervision, and discipline of all persons confined in these systems.

Coordinating Appropriate Responses to Emergencies, Disturbances, and Other Unusual Situations

These questions test for knowledge in such areas as: anticipating possible correctional emergency situations, responding to situations promptly and allocating staff where needed; notifying supervisors of situations when appropriate; acting within rules to alleviate problems as quickly as possible with minimum use of force; investigating the causes of incidents; submitting reports on incidents.

Supervising Incarcerated Individual Correctional Programs, Services, Visitation Areas, and Correctional Staff

These questions test for knowledge in such areas as: coordinating programs with civilian staff; ensuring that all employees relate well to visitors and guests and answer their questions in accordance with facility rules; organizing and supervising special programs involving outside groups (e.g., Alcoholics Anonymous, Narcotics Anonymous, etc.) and ensuring full cooperation from employees. The questions may also deal with such areas as: understanding new concepts and developments in the field of Corrections, and evaluating employees' capabilities and limitations on the job.

Test guide:

A Guide for the Written Test for **First Line Correction Supervisors** 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.

Seniority - Points will be added to an eligible score as follows: One point for each creditable five-year period

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.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: With the exception of written tests announced by New York City, if you have applied to take a written test announced by New York State or any local jurisdiction (county, town, city) scheduled to be held on the same test date as this written test, you must indicate all pertinent examination (exam number, title, and location/jurisdiction) information on a separate piece of paper and submit it with your application.

CANDIDATES WILL BE NOTIFIED OF THE PLACE OF THE EXAMINATION.

*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: 8-19-26