

**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. 60-766 CORRECTION OFFICER**

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

**SALARY:** \$21.00/hr. {2020 rate}

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

**LAST FILING DATE:** April 23, 2021

**EXAMINATION DATE:** June 5, 2021

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.

**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 to take the written exam. Jefferson County residency is also required to accept and continue employment.**

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

**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:** 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.

**Understanding and interpreting written material**

These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions **only** on what is presented in the passages and **not** on what you may happen to know about the topic.

**Applying written information in a correctional services setting**

These questions test for the ability to read, interpret, and apply rules, regulations, directives, written narratives and other related material. You will be required to read a set of information, and to appropriately apply the information to situations similar to those typically experienced in a correctional services setting. All the information needed to answer the questions asked concerning the situations presented is contained in the rules, regulations, etc., which are cited.

**Observing and recalling facts and information**

These questions test for the ability to observe and recall information presented. You will be presented with information describing or depicting prison scenes or other facts. You will have a short time to observe and memorize the information before it is collected by the monitor. You will then be asked to recall specific details about the information presented.

**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.

JEFFERSON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

NOTE: Use of calculators is **PROHIBITED** for this exam. Also, you may not bring books, reference materials, or other devices.

**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: 4-1-21

60-766 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