

**JEFFERSON COUNTY DEPARTMENT OF HUMAN RESOURCES**

**County Office Building - 175 Arsenal Street**

**Watertown, NY 13601**

**[www.co.jefferson.ny.us](http://www.co.jefferson.ny.us)**

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. 72-656 CORRECTION SECOND LIEUTENANT**

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

**VACANCIES:** At present, one vacancy exists with the Jefferson County Sheriff's Department

**SALARY:** \$61,193 - \$68,142

**LAST FILING DATE: February 11, 2022**

**EXAMINATION DATE: April 2, 2022**

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 corrections by issuing orders and disseminating required information to subordinate correction staff to secure and efficiently run County facility;

Develops and coordinates social, educational and recreational activities and programs for inmates;

Observes and supervises subordinate correctional staff in performance of their duties by making periodic tours of the facility;

Assigns the facility security staff to specific areas and/or tasks and establishes controls to determine compliance with directives;

Adapts and assists with new or revised practices for security, inmate custody and control in response to changing situations at the facility by evaluation of problems by on-site inspections and consultation with employees;

Assists with formulating procedures for control of contraband and orders searches as required;

Oversees the safe and secure transport of inmates from the County facility to the State or other County correctional institutions;

Provides direction with security plans for County facility including access, issuance and use of keys, weapons and other equipment;

Coordinates and implements employee training, use of weapons, chemical restraining agents and other safety and emergency equipment;

Compiles data for the Corrections Division's budget and annual reports submitted to and reviewed by the Administrator, Sheriff and County officials;

Prepares a variety of records and reports related to the work.

**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 Inmate 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.

**Basic skills training**

These questions test for the knowledge and abilities required to train individuals, often on a one-to-one basis, who need to acquire basic information and learn to perform simple tasks. They address topics such as planning activities to promote learning, presenting information, providing guidance, and evaluating learning. These questions cover the most basic level of training.

**Test guide:**

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

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: 1-12-22