



PLEASE POST CONSPICUOUSLY

**SULLIVAN COUNTY
PERSONNEL OFFICER ANNOUNCES
CIVIL SERVICE EXAMINATION
(OPEN TO THE PUBLIC)**

**(REVISED 4/10/2023)
CORRECTION OFFICER**

EXAM NUMBER: **63116** DATE OF INITIAL POSTING: **03/20/2023**

EXAM DATE: **06/01/2023** APPLICATIONS ACCEPTED UNTIL*: **05/17/2023**

SALARY: **\$52,364.00**

NON-REFUNDABLE APPLICATION FEE*: **\$15.00**

***APPLICATIONS AND FEES WILL NOT BE ACCEPTED PAST THE DEADLINE DATE.
APPLICATIONS POST MARKED BY THIS DATE WILL BE ACCEPTED.**

CERTIFICATION OF ELIGIBLE LIST

The eligible list resulting from this examination will be certified for filling vacancies as they occur in the Sullivan County Sheriff's Office.

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility on an assigned shift for the enforcement of rules and regulations governing the custody, security, conduct, discipline, safety and general well being of inmates in a County correctional facility. The duties involve considerable inmate contact and supervision in a work, recreation, or learning environment. Work procedures are well defined but incumbents must be alert to possibilities of emergency situations arising and exercise sound judgment when problems occur. The work is performed under general supervision of a higher level correctional supervisor with leeway allowed for the exercise of independent judgment in dealing with day to day situations in the facility. This position is designated as a Peace Officer.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma. Candidates must be at least twenty-one (21) years of age at the time of appointment.

SPECIAL REQUIREMENTS:

- (1) Candidate must be a U.S. Citizen.
- (2) Candidate must possess an appropriate class driver license at time of appointment.
- (3) Candidate will be subject to a post-offer, pre-employment background investigation including, but not limited to, a criminal record search, a substance abuse test and a psychological evaluation to determine suitability for appointment. Such investigation requires these candidates for employment be fingerprinted at their own cost. Conviction of a felony will bar an applicant from examination and/or appointment.

MEDICAL: You must meet the medical standards for Correction Officer. These standards include, but are not limited to, correctable 20/20 binocular. Left and right Lateral (horizontal) field of vision shall be no less than 85 degrees in each direction to produce a binocular horizontal field of vision of at least 170 degrees. You may be required to participate in testing for substance abuse on a periodic basis during the standard probationary period described below. A complete description of medical standards is available for review in the Sullivan County Personnel Office, 100 North Street, Monticello, New York, 12701.

PSYCHOLOGICAL EVALUATION: You will be required to participate in a psychological screening process. Failure to meet the standards set for this screening will result in disqualification.

CORRECTIONS SERVICES TRAINING ACADEMY: If you are offered an appointment as a Correction Officer, you will attend a Corrections Services Training Academy for formal training. Paid training at the Academy will include academic courses in such areas as emergency response procedures, interpersonal communications, legal rights and responsibilities, security procedures, and concepts and issues in corrections. You will also receive rigorous physical training to develop fitness, strength and stamina. Failure to maintain the required academic standing, to qualify with weapons, or to qualify in meeting the physical standards will result in your being terminated. You must pass each of a series of tests on the contents of the training courses in order to receive a passing final score.

PROBATIONARY PERIOD: All appointees will be required to serve and satisfactorily complete a probationary period of up to fifty-two weeks, which begins at the time of permanent appointment. During probation, performance will be periodically reviewed and evaluated. A probationer who fails to meet the performance standards may be terminated at any time.

SUBJECT OF EXAMINATION – EXAMINATION SCOPE

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, and the examination period closes at midnight on June 30, 2023.

Candidates must first complete an online examination application (go to the Sullivan County Civil Service Employment Portal at: <https://sullivan-portal.mycivilservice.com/post/exams> on or before the last filing date of May 17, 2023.

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 Questionnaire will be available on June 1, 2023 and approved candidates will be required to complete and submit this questionnaire between June 1, 2023 and midnight, June 30, 2023. The answers you provide in the questionnaire will be used to rate and score your test against the general requirements of the position. Your score will be based on training and experience gained before the application filing deadline of **May 17, 2023**. The questionnaire will close on midnight, **June 30, 2023**.

Note: If you are participating in the June 24, 2023, written multiple-choice test for Correction Officer with another civil service agency, you can also participate in this examination.

Information for applicants who are taking multiple examinations for Correction Officer, also known as Cross-filers

Individuals can participate in multiple examinations to maximize their opportunity for appointment.

Individuals can cross-file between two agencies that are participating in the T&E format examination or between two agencies that are participating in the multiple-choice format examination.

Individuals can also apply and take multiple-choice examinations being held on June 24, 2023, and training and experience format examinations for Correction Officer being offered online; however, due to the different testing formats, individuals must take both examinations and cannot apply the score of one examination format to the other.

Taking the online T&E examination and personal NY.GOV ID Accounts

Approved applicants will need to access the T&E on the Department of Civil Service website. Each applicant will need a personal NY.GOV ID to participate in the examination. Applicants may already have a personal NY.GOV ID account if they have used online services for other agencies, such as the Department of Motor Vehicles. They should use the same personal NY.GOV ID for civil service examination purposes.

Applicants should **not** create a new personal NY.GOV ID. More information about personal NY.GOV ID's is available at: <https://www.cs.ny.gov/home/myaccount/>. There is a helpful video for applicants at this link. Applicants that require technical assistance with their personal NY.GOV ID can contact New York State Office of Information Technology (ITS) Service Desk directly at 844-891-1786 or at fixit@its.ny.gov.

Helpful Tips for Completing the Questionnaire

We recommend that you review the questionnaire in its entirety and collect all the information you will need to complete the questionnaire (e.g., documents related to your education, licenses, certifications, etc.). Then, set aside a block of time that is free of interruptions while you work on the questionnaire. Answer all questions that apply to your education, certification, and work experience as completely and accurately as possible. Save the information that you enter on each page by clicking on

the "Save" button which is located at the end of each section. Review and print all saved information before you submit your completed questionnaire.

• **Shared Questionnaires:** Multiple examination(s) may use the same questionnaire. A list of the examinations(s) used for each are noted under the questionnaires. If you have applied for multiple examinations that utilize the same questionnaire, your submission will apply to all examinations you have applied to. If you subsequently wish to apply for additional examination(s) that use this questionnaire, you will be required to submit a separate questionnaire. This will not change your previous submission for the previous examinations.

• **Shared Questions:** If you have filled out any questionnaires in the past, you may see saved responses pre-populated where appropriate. This feature is provided as a convenience to candidates. It is your responsibility to make sure all your responses are accurate before you submit each questionnaire, including any pre-populated responses. You can change, delete, or modify the information on the questionnaire before you submit it for a new examination; however, this will not change your previous submission. Each examination is scored based on your submission for that examination number.

Completed Questionnaires

Before you submit your questionnaire(s), you will be prompted to review your entries. We recommend you print a copy of your responses to keep for your own records because this will enable you to check the information before you make your final submission. When you submit your questionnaire(s), you will receive a confirmation stating that your questionnaire has been successfully submitted.

Frequently Asked Questions

For questions and answers about completing the online questionnaire, please visit the frequently asked questions page on our website at <https://www.cs.ny.gov/testing/faqs.cfm>.

FEE STATEMENT: A NON-REFUNDABLE FEE IS REQUIRED FOR EACH SEPARATELY NUMBERED EXAMINATION FOR WHICH YOU APPLY. THE AMOUNT OF THE FEE IS STATED ON PAGE ONE.

IF THE EXAM DATE HAS BEEN ANNOUNCED, THE REQUIRED FEE MUST ACCOMPANY YOUR APPLICATION. Since no refund will be made, you are urged to compare your qualifications with the requirements for admission and file only for those examinations for which you are qualified.

THE FEE WILL BE WAIVED ONLY FOR PERSONS:

- 1) eligible for Medicaid; or
- 2) receiving Supplemental Security Income Payments, or
- 3) receiving Public Assistance in the form of foster Care, Safety Net, TANF (Temporary Assistance to Needy Families), or
- 4) certified as eligible to receive assistance under the Workforce Investment Act or Job Training and Partnership Act, or
- 5) *unemployed **AND** primarily responsible for the support of a household.

***NOTE:** Individuals who can be claimed as a dependent on any other person's tax return **ARE NOT** eligible for application fee waiver as head of household.

Candidates wishing to claim this waiver must check the appropriate box on their application and provide the requested information and/or documentation with their application. Such claims are subject to later verification. If the fee (or properly documented fee waiver request) is not received by the filing deadline, you will not receive an admission letter to the examination.

ADMISSION LETTERS: APPLICANTS WHO MEET THE QUALIFICATIONS FOR THIS EXAMINATION WILL RECEIVE AN ADMISSION LETTER APPROXIMATELY SEVEN DAYS BEFORE THE SCHEDULED TEST DATE. If you qualify to receive an admission letter and do not receive it within seven (7) days of the test date, contact the Personnel Department at (845) 807-0485 to report that you did not receive an admission letter. No consideration will be given to requests for special test dates that are based upon an applicant's failure to receive an admission letter for the regular test date.

CROSS-FILING: IF YOU HAVE APPLIED TO TAKE OTHER CIVIL SERVICE EXAMINATIONS WITH NEW YORK STATE OR OTHER LOCAL GOVERNMENT JURISDICTIONS ON THE SAME DATE YOU MUST MAKE ARRANGEMENTS TO TAKE ALL EXAMINATIONS AT ONE TEST SITE.

You must make your request for these arrangements no later than two weeks before the date of the examinations. For this Sullivan County examination, call (845) 807-0485 or write to the Sullivan County Personnel Department, Government Center, 100 North St., P.O. Box 5012, Monticello, New York 12701.

SUPPLEMENTAL INFORMATION FOR EXAMINATION APPLICANTS

APPLICATION FORM: A SEPARATE APPLICATION MUST BE FILED FOR EACH EXAMINATION FOR WHICH YOU ARE APPLYING. ALL ITEMS IN THE APPLICATION MUST BE COMPLETED. ALL APPLICANTS WILL EITHER BE ADMITTED TO THE EXAMINATION OR WILL BE INFORMED OF THE REASON FOR DISQUALIFICATION. COMPLETED APPLICATIONS MUST BE RECEIVED BY THE PERSONNEL OFFICE OR MUST BE POSTMARKED NO LATER THAN THE LAST FILING DATE. THE PERSONNEL OFFICER RESERVES THE RIGHT TO REJECT OR ACCEPT APPLICATIONS RECEIVED AFTER THE ADVERTISED FILING PERIOD. TO SUBMIT AN APPLICATION FORM, GO TO THE SULLIVAN COUNTY CIVIL SERVICE EMPLOYMENT PORTAL AT: [HTTPS://SULLIVAN-PORTAL.MYCIVILSERVICE.COM](https://sullivan-portal.mycivilservice.com)

EDUCATION: WHERE HIGH SCHOOL GRADUATION IS REQUIRED, A HIGH SCHOOL EQUIVALENCY DIPLOMA FROM ANY STATE OR AN ARMED FORCES GED (HIGH SCHOOL LEVEL) WILL BE ACCEPTABLE. IN EVALUATING A CANDIDATES QUALIFICATIONS, 30 CREDIT HOURS EQUALS ONE

YEAR OF COLLEGE. SUCH CREDIT HOURS SHALL BE EARNED AT AN ACCEPTABLE COLLEGE OR UNIVERSITY (ONE RECOGNIZED BY THE NEW YORK STATE EDUCATION DEPARTMENT AS FOLLOWING ACCEPTABLE EDUCATIONAL PRACTICES). TRANSCRIPTS SHOULD BE SUBMITTED WHENEVER THE QUALIFICATIONS REQUIRE A SPECIFIC COLLEGE MAJOR OR SPECIFIED NUMBER OF CREDITS.

EXPERIENCE: VERIFIABLE UNPAID, PART-TIME, AND VOLUNTEER EXPERIENCE IN ONE OF THE SPECIALIZED AREAS MAY BE SUBSTITUTED FOR AN EQUIVALENT AMOUNT OF THE REQUIRED PAID EXPERIENCE UNLESS OTHERWISE STATED. PART-TIME EXPERIENCE WILL BE PRO-RATED. **VERIFICATION OF QUALIFICATIONS:** CANDIDATES MAY BE INVESTIGATED OR CALLED FOR AN INTERVIEW TO DETERMINE WHETHER THEY ARE QUALIFIED FOR APPOINTMENT.

MEDICAL EXAMINATION: YOU MAY BE REQUIRED TO TAKE A MEDICAL EXAMINATION TO DETERMINE IF YOU ARE MEDICALLY AND PHYSICALLY CAPABLE OF PERFORMING THE DUTIES OF THE POSITION.

PROMOTION EXAMINATIONS: PERSONS COMPETING IN PROMOTION EXAMINATIONS CAN BE APPOINTED ONLY IN THE JURISDICTION IN WHICH THEY ARE PRESENTLY EMPLOYED. ANY PERSON WHOSE NAME IS PRESENTLY ON A PREFERRED LIST AND WHO MEETS THE REQUIREMENTS FOR A PROMOTION EXAMINATION IN THE AGENCY FOR WHICH THE TEST IS BEING HELD IS ELIGIBLE TO COMPETE IN THE EXAMINATION.

ELIGIBLE LISTS: THE ELIGIBLE LIST RESULTING FROM THIS EXAMINATION MAY BE USED FOR APPOINTMENT TO OTHER TITLES DEEMED TO BE SIMILAR AND APPROPRIATE. ELIGIBLE LISTS WILL BE ESTABLISHED FOR A MINIMUM OF ONE YEAR. ELIGIBLE LISTS IN EXISTENCE FOR MORE THAN ONE YEAR WILL TERMINATE UPON THE ESTABLISHMENT OF A NEW ELIGIBLE LIST FOR THE SAME TITLE.

CONTINUOUS RECRUITMENT EXAMINATIONS: CANDIDATES WHO MEET THE QUALIFICATIONS AND PASS THIS EXAMINATION WILL HAVE THEIR NAMES PLACED ON THE ELIGIBLE LIST IN THE ORDER OF FINAL SCORES, REGARDLESS OF THE DATE ON WHICH THEY FILED OR TOOK THE TEST. APPEAL OF RATINGS WILL NOT BE ALLOWED AS THE OPPORTUNITY FOR RETEST EXISTS.

MILITARY STATUS: IF YOU EXPECT TO ENTER MILITARY SERVICES, YOU MAY STILL COMPETE IN THE EXAMINATION AND BE APPOINTED OR REINSTATED AFTER YOUR RETURN FROM ACTIVE DUTY. YOU MUST SUBMIT AN APPLICATION FOR THE REGULARLY SCHEDULED TEST TO BE CONSIDERED FOR A SPECIALLY SCHEDULED EXAMINATION AFTER YOUR RETURN FROM ACTIVE DUTY.

VETERANS CREDITS: IF YOU ARE ELIGIBLE FOR ADDITIONAL CREDIT YOU MUST SUBMIT AN APPLICATION FOR VETERANS CREDIT WITH YOUR APPLICATION FOR EXAMINATION OR AT ANY TIME BETWEEN THE DATES OF YOUR APPLICATION FOR EXAMINATION AND THE DATE OF THE ESTABLISHMENT OF THE RESULTING ELIGIBLE LIST. APPLICATIONS FOR VETERANS CREDIT ARE AVAILABLE FROM THIS OFFICE. VETERANS CREDITS CAN ONLY BE ADDED TO A PASSING SCORE. EFFECTIVE JANUARY 1, 1998, THE STATE CONSTITUTION WAS AMENDED TO PERMIT A CANDIDATE **CURRENTLY IN THE ARMED FORCES** TO APPLY FOR AND BE CONDITIONALLY GRANTED VETERANS CREDIT IN EXAMINATIONS. ANY CANDIDATE WHO APPLIES FOR SUCH CREDIT MUST PROVIDE PROOF OF MILITARY STATUS TO RECEIVE THE CONDITIONAL CREDIT. **NO CREDIT MAY BE GRANTED AFTER THE ESTABLISHMENT OF THE LIST.** IT'S THE RESPONSIBILITY OF THE CANDIDATE TO PROVIDE APPROPRIATE PROOF INDICATING THE SERVICE WAS IN TIME OF WAR, AS DEFINED IN SECTION 85 OF THE CIVIL SERVICE LAW, AND THAT THE CANDIDATE RECEIVED AN HONORABLE DISCHARGE OR WAS RELEASED UNDER HONORABLE CONDITIONS IN ORDER TO BE CERTIFIED AT A SCORE INCLUDING VETERANS CREDITS.

RATING OF EXAMINATIONS: THIS EXAMINATION IS 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 TEST. EXAMINATIONS ARE RATED ON A SCALE OF 100 WITH THE PASSING MARK AT 70. UNLESS THE ANNOUNCEMENT STATES OTHERWISE, YOU MUST PASS THE WRITTEN TEST AS WELL AS ANY OTHER PART SUCH AS A PERFORMANCE TEST, ORAL EXAMINATION OR SUCH OTHER REQUIREMENTS AS MAY APPLY. TEST INSTRUCTIONS MAY FURTHER DIVIDE THE TEST INTO PARTS AND SET MINIMUM STANDARDS FOR EACH PART.

ALTERNATE TEST DATES: ALTERNATE TEST DATES CAN BE ARRANGED IF YOU ARE UNABLE TO PARTICIPATE IN THE TEST ON THE REGULAR TEST DATE FOR AN ACCEPTABLE REASON. REQUESTS FOR ALTERNATE TEST DATES MUST BE MADE IN WRITING AT THE TIME THAT YOU APPLY AND MUST INDICATE THE REASON FOR REQUESTING THE ALTERNATE TEST DATE.

SPECIAL ACCOMMODATIONS: IF YOU REQUIRE A SPECIAL ACCOMMODATION AT THE TEST CENTER, YOU MUST REQUEST THIS ACCOMMODATION IN WRITING AT THE TIME THAT YOU APPLY, CLEARLY STATING THE ACCOMMODATION REQUESTED AND THE REASON FOR REQUESTING THE SAME.

RESIDENTIAL PREFERENCE: PREFERENCE IN CERTIFICATION FROM OPEN COMPETITIVE LISTS MAY BE GIVEN TO RESIDENTS OF THE MUNICIPALITY/JURISDICTION MAKING THE APPOINTMENT. THERE MAY BE SPECIFIC REQUIREMENTS FOR RESIDENCY FOLLOWING APPOINTMENT. PROMOTIONAL EXAMS ARE EXEMPT FROM THIS REQUIREMENT.

SENIORITY: SENIORITY WILL BE CREDITED IN PROMOTION EXAMINATIONS BY ADDING POINTS TO THE SCORES OF PASSED CANDIDATES. SENIORITY WEIGHING WILL BE ONE POINT FOR EACH CREDITABLE FIVE YEAR PERIOD OR FRACTION THEREOF BEYOND THE INITIAL YEAR OF SERVICE. CREDIT WILL BE GIVEN ONLY FOR PERMANENT CLASSIFIED SERVICE ON A CONTINUOUS BASIS PRIOR TO THE EXAMINATION.

PUBLIC OFFICERS: A PUBLIC OFFICER MUST BE AT LEAST 18 YEARS OF AGE, A CITIZEN OF THE UNITED STATES, A RESIDENT OF THE MUNICIPALITY IN WHICH EMPLOYED, AND MUST NOT HAVE BEEN CONVICTED OF A VIOLATION OF SELECTIVE TRAINING AND SERVICE ACTS OF THE UNITED STATES. APPOINTMENTS TO COMPETITIVE CLASS POSITIONS ARE FOR AN INDEFINITE TERM UNLESS SPECIFIC TERMS HAVE BEEN SET BY LOCAL, SPECIAL OR GENERAL LAW.

CALCULATORS, SLIDE-RULES OR OTHER REFERENCE MATERIALS: UNLESS OTHERWISE NOTIFIED, 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 OR OTHER REFERENCE MATERIALS TO THE TESTING SITE.

NOTE: IF AN OPEN COMPETITIVE AS WELL AS A PROMOTION EXAMINATION IS GIVEN ON THE SAME DAY, QUALIFIED CANDIDATES MAY COMPETE IN BOTH EXAMINATIONS BY FILING A SEPARATE APPLICATION FOR EACH. THE PROMOTION LIST WILL TAKE PRECEDENCE OVER THE OPEN COMPETITIVE LIST IN FILLING VACANCIES. ONCE THE PROMOTION LIST HAS BEEN EXHAUSTED, THE OPEN-COMPETITIVE LIST WILL BE USED TO FILL VACANCIES OCCURRING THEREAFTER.

THIS EXAMINATION MAY BE USED FOR FILLING POSITIONS IN THE COUNTY GOVERNMENT. SULLIVAN COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER M/F/V/H.

CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY: 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.

FINGERPRINTING: A STATE AND/OR NATIONAL FINGER PRINT SUPPORTED BACKGROUND INVESTIGATION IS REQUIRED BEFORE AN APPOINTMENT IS MADE TO SOME POSITIONS. THE CRIMINAL JUSTICE SERVICES REQUIRES THAT EACH REQUEST FOR SUCH SEARCH BE ACCOMPANIED BY A FEE. CANDIDATE MAY BE RESPONSIBLE FOR THIS FEE.