

# Personnel and Civil Service

Ronald E. Dougherty County Office Building 56 Main Street Owego, NY 13827



Linda Parke Personnel Officer ☎ 607 687 8494 📠 607 223 7074 🌐 [www.TiogaCountyNY.gov](http://www.TiogaCountyNY.gov)

## Open Competitive Examination Announcement Corrections Officer; T & E - EXAM #66007

Issued: 04/12/2023

**CAREFULLY** read the following:

**Application Deadline: 05/12/2023**

Please apply online at: <https://www.tiogacountyny.com/departments/personnel-civil-service/> Review the information and instructions at the end of this announcement! Applications must be post marked on or before the application deadline date. Applications received or post marked after the application deadline date will be disqualified. There are **NO** exceptions.

The online application portal is accessible if using a smart phone. If you are unable to apply online or if the portal is not functional, applications may be printed from our web site (*Civil Service – Application Forms*). Applications may also be obtained in our department during regular office hours.

**THIS IS A "TRAINING AND EXPERIENCE" EXAMINATION. THERE IS NO WRITTEN OR ORAL TEST FOR THIS 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.**

### **Application Filing Fee: 25.00\***

Candidates must submit a separate application filing fee or Application Fee Waiver form for each open-competitive examination that the candidate is applying to take. The filing fee or fee waiver form for this examination must be received or postmarked on or before **05/12/22**. An applicant's payment or fee waiver form received, or post marked after this date will be disqualified. There are **NO** exceptions. **\*Online credit or debit card payment is subject to a surcharge of \$1.00 fee. Credit or debit card payment is not available if paying in person, in our office.**

### **LOCATION OF WORK**

Tioga County Sheriff's Office

### **MINIMUM SALARY**

\$41,428.00 (NCEU)

### **VACANCIES**

Filled Provisionally  
Current

**Residency Requirements:** Candidates are not required to be a Tioga County resident to participate in the examination. Per Tioga County Local Law No. 1 of 2012, the provisions of Section 3 of NYS Public Officers Law which requires a person to be a resident of the county where his or her official function is exercised, shall not prevent a person from being appointed to the title of **Correction Officer** in Tioga County, providing that such person resides in the State of New York. At time of certification, preference may be given to residents of Tioga County. When a candidate's residence changes, it is his/her responsibility to notify the Tioga County Personnel Department of such a change by submitting the **Change of Information Form**. Be advised, the candidate may also be required to provide documentation to validate his/her new residence.

**SPECIAL NOTE:** Effective January 1, 2016, a criminal background check is required prior to employment within **all Tioga County Departments**. An offer of employment will be conditional pending results from the criminal background check.

**Minimum Qualifications:** Applicant must be a high school graduate or possess a high school equivalency issued by an education department of any of the states of the United States or a holder of a comparable diploma issued by any commonwealth, territory or possession of the forces certifying successful completion of the tests of general educational development, high school level.

### **SPECIAL REQUIREMENTS:**

- 1) Possession of a valid license to operate a motor vehicle will be required at time of appointment and continuously during employment to perform essential duties occurring during the normal course of work.
- 2) Successful completion of the following prior to completion of the probationary period: NYS Department of Criminal Justice and the Office of the Sheriff training, defensive tactics, and intermediate weapons training.
- 3) Successful completion of an agility test, background investigation, and psychological test will be required for permanent appointment.

**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 constant interaction with inmates, and supervision in work, recreation and learning environments. The work is performed in accordance with established policies and procedures of the Sheriff's Office. While work procedures are well defined, incumbents must be alert to the possibilities of emergency situations arising and exercise sound judgment when problems occur. The work is performed under immediate supervision of a Sergeant or other higher-ranking member of the Sheriff's Office. Does related work as required. *TYPICAL WORK ACTIVITIES FOR THIS POSITION ARE AVAILABLE TO REVIEW UPON REQUEST*

### **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 application (Corrections Officer #66007) for examination for Tioga County on or before the last filing date of **05/12/2023**.

Approved candidates will be sent a notice containing directions to a website address needed to complete a Training and Examination Questionnaire.

**The Training and Experience Questionnaire will be available on 06/01/2023, and approved candidates will be required to complete and submit this questionnaire between 06/01/2023 and midnight 06/30/2023.** NOTE: Candidates will not be able to claim any credit for training and experience gained after the questionnaire filing deadline of **06/30/2023**.

**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. 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 <mailto: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 Empire State Plaza, Agency Building 1, Albany, NY 12239 | 518-457-2487 | [www.cs.ny.gov](http://www.cs.ny.gov) 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>.

### **QUALIFYING PHYSICAL FITNESS SCREENING TEST**

Candidates completing the Training and Experience Questionnaire portion of the examination will have their names placed on the eligible list but will be required to pass a qualifying Physical Fitness Screening Test before they can be certified for appointment. **The test will be conducted at a later announced date.** Candidates will be provided with a Release of Liability form, Release to Participate form, Physical Fitness Screening Test form AND notification of the date, time, and where to appear for their scheduled Physical Fitness Screening Test. **Notice will be sent by email when possible;** otherwise it will be sent to the mailing address provided. Candidates are responsible for checking their mail, email and/or spam folder for notifications. **Failure to appear for a scheduled Physical Fitness Screening Test will be considered an unqualified declination and the name of such candidate may be eliminated from future certification.**

The three elements measured in the Physical Fitness Screening Test are muscular endurance, absolute strength, and cardiovascular capacity. The following is a brief description of the test. *Copies of the Physical Fitness Screening Test are available upon request from the Tioga County Office of Personnel and Civil Service.*

**Muscular Endurance:** The requirement is for a number of bent-leg sit-ups to be performed in one minute.

**Push Up:** This test measures muscular endurance of the upper body (anterior deltoid, pectorals major and triceps). The requirement is for a number of full body repetitions that a candidate must complete without breaks.

**Cardiovascular Activity:** 300 Meter Run; the requirement is for the attainment of a score calculated in seconds.

Note: The candidate must meet the Physical Fitness Standards, depending on age and sex, prescribed by The Cooper Standards, 40<sup>th</sup> percentile.

**QUALIFYING TEST POLICY:** Should a candidate fail to meet any one element of the Physical Fitness Screening Test, they will then be immediately scheduled to retake the test one final time. The candidate will be retested on all of the elements of the test and not just the element(s) which were not achieved. The Tioga County performance test policy may be obtained from the Civil Service Department. Candidates should review this policy prior to participation in a qualifying test.

If a candidate fails to meet any one element of the Physical Fitness Screening Test after being re-tested, they are considered to have failed the entire examination. Candidates would then have to wait to re-apply for the next announced Corrections Officer examination for Tioga County.

**Physical Fitness Screening Test Waiver Policy:** Depending on the date scheduled, the Tioga County Personnel & Civil Service Office may allow for a waiver of the Physical Fitness Screening Test should a candidate provide valid documentation that they have passed a physical fitness screening test in Tioga County or any jurisdiction in New York State and were tested on the exact MPTC standards in use by Tioga County or any substitute standards approved by the Cooper Institute. **A waiver request must be submitted and approved prior to the date of your scheduled Physical Fitness Screening test.**

All Physical Fitness Screening Test results are valid for one (1) year, regardless of the length of validity of the eligible list. Therefore, a candidate may be required to participate in the Physical Fitness Screening Test portion of the exam more than once if they have not earned appointment within one (1) year from the date of their first Physical Fitness Screening Test.

**SEND CHECK OR MONEY ORDER** payable to **TIOGA COUNTY TREASURER**, as directed above, and write the examination name(s) & number(s) on your check or money order. Submit this to the address above. If paying by cash, please bring payment(s) directly to the Tioga County Department of Personnel & Civil Service. As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified. A check returned for insufficient funds may disqualify your application and result in further action and/or service charges. **Online credit or debit card payment is subject to a surcharge. Credit or debit card payment is not available if paying in person, in our office.**

**EXCEPTION TO THE APPLICATION FEE** will be made for the following:

1. Promotional exams;

4. Corrections Officer #66007

2. Provisional Tioga County employees who have held a permanent position in the classified service immediately prior to provisional appointment in title named for this examination;
3. Examination candidates receiving public assistance from a State or Local social service agency, and/or who are currently unemployed. Individuals wishing to claim this waiver of fee must complete the Application Fee Waiver Form at time of application. All information is subject to verification, and if found to be fraudulent, are grounds for barring examination or appointment.

**Tioga County is an Equal Opportunity Employer**

**ADDITIONAL INFORMATION AND INSTRUCTIONS**

**ADDITIONAL EXAMINATION CREDIT – 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 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.

**ADDITIONAL EXAMINATION CREDIT – Veterans or Disabled Veterans** desiring to claim additional credit must request and file an Application for Veterans' Credit at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. These credits may only be used once. 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 examination. You may not claim veterans' or disabled veterans' credits after the Eligible List has been established.* It is the candidate's responsibility to request and submit an Application for Veterans' Credit before the Eligible List is established. Veterans' credits will only be added to passing examination scores

**ALTERNATIVE TEST DATE:** When a candidate is aware of a conflict prior to the scheduled test date, the candidate must notify the Department of Personnel and Civil Service in writing as soon as possible. For emergency situations that occur on the scheduled written test date, the candidate must notify the Department no later than three (3) days following the Saturday on which the written test was held. This request may be made by a member of the immediate family or household in the event of a death in the immediate family or a serious illness. Follow link to view this department's policy: <http://www.tiogacountyny.com/media/1902/alternativetestdatepolicy.pdf>

**APPLYING FOR MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY (Cross-Filing):** You must notify all agencies with which you have filed an application of the test site at which you wish to take your examination(s). If you have applied for both **State and Local** government examinations, you must notify Tioga County Department of Personnel **no later than two weeks prior to the test date** of your intent to take both a State and a Local government examination. When taking both a State and a Local government examination you will be required to take all your examinations at a State examination center. You will be advised by letter when and where to report for your examinations. For Tioga County examinations, the Multiple Exam Notice form must be completed. This form is available in the Tioga County Department of Personnel & Civil Service, online at [www.tiogacountyny.com](http://www.tiogacountyny.com), or by calling (607) 687-8207. **If you do not submit your Multiple Exam Notice form two weeks prior to the test date, you may NOT be allowed to sit at the test site you have selected. If you appear at a test site but did not designate this location as your test site on your form, you may NOT be allowed to take your examination(s) at that location.**

**APPOINTMENT** from an eligible list must be made from the top three candidates willing to accept the appointment. The resulting eligible list will be used to fill current or future appropriate vacancies within Tioga County's jurisdiction.

**BACKGROUND INVESTIGATION and Additional Screenings:** Candidates may be subject to a thorough background investigation. If requested, applicants will be required to authorize access to educational, financial, employment, criminal history, or other records. **Effective 01/01/16, a criminal background check is required prior to employment within any Tioga County department.** Depending upon the position sought, conviction of a felony, misdemeanor or other offense may bar appointment. At the discretion of the appointing authority, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to: fingerprinting, psychological, or drug testing. Depending upon appointing authority, applicants may be required to submit the necessary fees for the fingerprint processing. Per Tioga County Civil Service Rule IX (3): A record of disrespect for the requirements and processes of law may be grounds for disqualification for examination or, after examination, for certification and appointment.

**CHANGE OF ADDRESS:** When a candidate's residence and/or mailing address changes, it is his/her responsibility to notify the Tioga County Personnel Department of such change by submitting a **Change of Information Form**. Documentation may be required to validate a change in residence.

**CHANGE OF NAME:** When a candidate's name changes, it is his/her responsibility to notify the Tioga County Personnel Department of such change by submitting a **Change of Information Form**.

**DISQUALIFICATION:** Any applicant may be disqualified for examination, or after examination, for certification and appointment that is not in compliance with the standards and requirements set forth in Section 50 (4) of the Civil Service Law.

**ELIGIBLE LIST:** In accordance with Section 61 (1) of the Civil Service Law, and as determined by the Tioga County Department of Personnel & Civil Service, the eligible list resulting from this examination **may** be used to fill vacancies in similar related titles.

**EVALUATION OF FOREIGN POST-SECONDARY EDUCATION:** If your degree and/or college credit was awarded by an educational institution outside of the United States or its territories, you must provide independent verification of equivalency. A listing of acceptable companies which provide this service may be obtained from the following: <http://www.cs.state.ny.us/jobseeker/degrees.cfm> or by contacting the Tioga County Department of Personnel. You will be responsible for the required evaluation fee.

**EXAM HOLDINGS:** In the instance where both a **promotional** and an **open-competitive examination** are held for the same title, a mandated **promotional list will be used first** to fill any positions. If you meet both the **promotional** and **open-competitive minimum qualifications**, you must file a separate application and pay any required fee(s) for each exam in order to be considered.

**EXPERIENCE:** All experience required to meet the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis.)

**FALSIFICATION** of any part of the "Application for Examination or Employment", "Change of Information Form", or any related documentation may result in disqualification before or after examination in accordance with Tioga County Civil Service Rule IX and/or Civil Service Law Section 50.4.

## 5. Corrections Officer #66007

**FEES:** Candidates must submit a separate application fee or Application Fee Waiver form for each open-competitive examination that the candidate is applying to take. Candidates will be disqualified from taking the exam if the application fee or waiver form is not received, as directed, from the Tioga County Department of Personnel & Civil Service.

**FORMS:** Civil Service Applications, Fee Waivers, Cross-File Notification, and Change of Information Form may be obtained online at: <https://www.tiogacountyny.com/departments/personnel-civil-service/>. These forms may also be obtained from the **Tioga County**

**Department of Personnel & Civil Service, Ronald E. Dougherty County Office Building, 56 Main St., Owego, NY 13827, (607) 687-8207.**

**MINIMUM QUALIFICATIONS:** You **MUST** specifically state how you meet these requirements when completing the application. Unless otherwise noted, qualifications must be met at time of application. *Ambiguity and vagueness will NOT be resolved in your favor.*

**NOTIFICATION:** If an application is disapproved, notice will be sent by email. Applicants are responsible for checking their spam folder. Applicants who do not have email will be sent notice of admission or disqualification by postal mail to the address provided. *This department does not take responsibility for non-delivery or postal delay.* If the applicant does not receive either a disapproval letter or an admission notice **3 days before** the date of the exam, call (607) 687-8207.

**RATING:** This written and/or training and experience 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 and/or training and experience examination. A score of 70 is considered passing.

**RESPONSIBILITY:** You are responsible for completing all sections of the official application. *Ambiguity and vagueness will NOT be resolved in your favor.*

**SPECIAL ACCOMMODATIONS:** Religious Accommodation - Handicapped Persons - Military Personnel - If special arrangements for testing are required, you must notify the Tioga County Department of Personnel & Civil Service in writing and, if requested, provide documentation.

**SPECIAL REQUIREMENTS FOR APPOINTMENT IN SCHOOL DISTRICTS and BOCES:** Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education is required.