

# Personnel and Civil Service

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## NOTICE OF VACANCY CORRECTIONS OFFICER

**RE-ISSUED 01/02/24; Issued: 05/31/2023.** 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.

The title of Corrections Officer is **Competitive**, requiring applicants to meet minimum qualifications established for the position and successfully meet civil service examination requirements. **An examination will be posted when available.** If available, the current eligible list will be used to fill vacancies. Pending a criminal background check\*, a provisional appointment may be made to this position. Permanent appointment will be dependent upon participation in the examination AND being reachable from the resulting eligible list.

**Status:** Provisional, pending permanent appointment from eligible list  
**Work Hours:** Full time, 40 hours/week; shift work  
**Salary:** \$47,821 (NCEU); benefit package available including: health, dental and vision insurance, paid leave time, NYS Retirement System, Deferred Compensation Plan  
**Location:** Tioga County Sheriff's Office

**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.

**APPLY ONLINE** by using our "Online Application Tool": <https://www.tiogacountyny.com/departments/personnel-civil-service/>

**Apply by: Applications will be accepted until position has been filled.**

*Tioga County applications are available on our website. Resumes may be submitted but MUST accompany an application. Applicants MUST clearly describe education and/or work and volunteer experience to explain how they meet the minimum qualifications for the position. Omissions or vagueness will not be interpreted in an applicant's favor.*

\*Criminal background checks will be conducted upon a conditional offer of employment. Depending upon the position sought, conviction of a felony, misdemeanor or other offense may bar appointment. At the discretion of the appointing authority, additional screenings may include but will not be limited to: fingerprinting, psychological, and or drug testing. If requested, a candidate will be required to authorize access to educational, employment, financial, or other records.