OPEN COMPETITIVE EXAMINATION
CORRECTION OFFICER

EXAMINATION NUMBER: #63-909 O.C. Use of calculators is PROHIBITED
EXAM DATE: Saturday, April 9, 2016
LAST FILING DATE: March 1, 2016
FILING FEE: $ 20.00 (Non-refundable) Must be submitted with completed application

The eligible list will be used to fill vacancies within the Wayne County Correctional Facility

2016 HOURLY RATE: Trainee $ 19.48 6 month step: $ 20.81

RESIDENCY: Candidates must be legal residents of Wayne County for at least ONE month immediately preceding the date of the last filing date. “Chapter 47, Article 2, Section 3-b of the NYS Public Officers Law states individuals appointed as County Correction Officers in the Office of Sheriff will be required to be residents of Wayne County at time of appointment and throughout the tenure of employment.”

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma issued by a State Education Authority AND possession of a valid New York State Operator’s license at the time of appointment and maintenance of such license throughout the tenure of employment in the position.

SPECIAL REQUIREMENTS: At the time candidates are being considered for appointment, they must meet physical/medical standards. In accordance with State Laws, a Correctional Officer is a Peace Officer and must be a United States Citizen to qualify to hold such office. Permanent appointments to this class are subject to satisfactorily completing training standards prescribed by the New York State Commission of Corrections. AGE REQUIREMENT: Appointees must be not less than 20 years of age at time of examination.

CITIZENSHIP: Candidates must be citizens of the United States.

CHARACTER AND BACKGROUND: Candidates are subject to a satisfactory completion of an inclusive background investigation. Applicants may be called upon to authorize access to educational, financial, employment, criminal history, and mental health records. Family, neighbors, associates, and others may be interviewed. Derogatory information will be evaluated and may result in disqualification under Section 50(4) of the NYS Civil Service Law.

SPECIAL NOTE: No person may be appointed as a Correction Officer who has been convicted of a felony or of any offenses in any other jurisdiction that if committed in NYS would constitute a felony. A person may also be barred from appointment if he/she has been convicted of a misdemeanor or of any offense in any other jurisdiction that if committed in NYS would constitute a misdemeanor if the Civil Service Human Resource Director determines that the employment of such person is not in the best interest of the department.

NOTE: Limitation of eligibility to one sex. The State Civil Service Department or the Municipal Commission having jurisdiction may limit eligibility for examination to one sex when the duties of the position involved related to the institutional or other custody or care of persons of the same sex, or visitation, inspection or work of any kind, the nature of which requires sex selection.

Subjects of examination: A written test designed to evaluate knowledge, skills and/or abilities in the following areas:

1. 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.

2. 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.

3. 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.

4. Understanding and interpreting written material These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

CONTINUED OVER
A Guide for the Written Test for Entry-Level Correction Officer is available at the New York State website: www.cs.ny.gov/testing/localtestguides.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.

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AN EQUAL OPPORTUNITY EMPLOYER

IMPORTANT INFORMATION
APPLICATIONS and further information may be obtained by writing or calling in person at the WAYNE COUNTY DEPT. OF HUMAN RESOURCES, 26 Church Street, Lyons, New York 14489 (315-946-7483). Information may also be obtained by visiting our website at www.co.wayne.ny.us
Completed applications, which must be delivered personally or bear a postmark not later than Last filing date on announcement.

The candidate MUST complete and submit an Application for Examination for each examination they wish to apply for. Falsification of any part of the Application will result in disqualification. Applicants must complete every question on the application form. Incomplete applications will be disapproved. Submission of a resume does not relieve you of the responsibility for completing all sections of the official application. The resume is a supplement of the application and not a substitute for it. To receive credit for experience on a job, basic information such as address, name, title of supervisor, hours in a work week, final salary, etc. Must be shown on the application. We do not make any formal acknowledgement of the receipt of an application or take responsibility for non-delivery of mail or postal delay.

RESIDENCY: Candidates must be legal residents of Wayne County for at least ONE month immediately preceding the date of the examination. For some examinations, residency may be waived where recruitment is difficult. A municipality or district may exercise its right under Section 23-4a of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least 30 days prior to appointment. After the names of residents have been exhausted, Wayne County must then certify the names of non-residents on the list.

APPLICATION FILING FEE: A non-refundable filing fee must be submitted for each separately numbered examination for which you apply. Send check or money order payable to Wayne County, write the examination number on your check/money order. Cash will be accepted if returning application in person. AS NO REFUNDS WILL BE MADE, YOU ARE URGED TO CHECK THE MINIMUM QUALIFICATIONS CAREFULLY.

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income 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. All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a “Request for Application Fee Waiver and Certification” form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. The form is available on our web site co.wayne.ny.us

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICT: 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 as involving direct contact with students, a clearance for employment from the State Education Department is required.

FINGERPRINTING: Background checks may be required to determine suitability for employment for all positions.

ADMISSION LETTER: Approved candidates will receive an “Admission Letter” by mail at least 10 days before the exam date stating - Place, date and time of the exam. Candidates will not be admitted to the exam unless they have an “Admission Letter”. If you do not receive an admission letter at least 10 days prior to the examination please call the Personnel Office at (315) 946-7483. Disqualified candidates will be sent a notice of disqualification.

USE OF CALCULATORS: Unless otherwise specified on the examination announcement, candidates are permitted to use quiet hand held solar/battery powered calculators. Devices with typewriter keyboards, spell check, address books, language translators, dictionaries or similar devices are prohibited. You may not bring cellular phones, beepers, pagers, or head phones.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must complete cross filler form and notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center – cross filler form must be submitted to the Wayne County HR Dept.RELIGIOUS OBSERVERS - DISABLED PERSONS - ACTIVE MILITARY MEMBER: If you need special arrangements to take this examination because of Religious Observer, Active Military Duty, or a Disabled Person and need special accommodations in order to participate in the examination, you must notify the Personnel Office on or before the last filing date of the examination. The request must be in writing and should describe the accommodations you need. Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, check the box under “Religious Accommodations.” We will make arrangements for you to take the test on a different date (usually the following Monday).

VETERANS’ PREFERENCE: Veterans or Disabled Veterans who have served on active duty during the creditable periods of war will be eligible for veterans credits (Dates are on the back of Civil Service Application). If you desire to claim additional credits you may make application for such additional credit on the back of the application and MUST SUBMIT A CERTIFIED COPY OF YOUR DD-214. In order to be considered for veteran credits, the proper forms MUST be submitted to the Personnel Office before the eligible list is established. Veteran credits will only be added to a passing score of 70 or higher.

PREPARATION & RATING OF EXAM: This examination is being prepared and rated in accordance with Section 23.2 of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with the preparation and rating of examinations will apply to this examination.

ELIGIBLE LISTS: The duration of an eligible list may be fixed for a minimum period of one and not more than four years. Appointment from an eligible list must be made from the top three candidates’ will to accept appointment.

DECENTRALIZED EXAMS: The Personnel Office reserves the right to terminate the special recruitment program at any time for decentralized examinations and re-establish a program of periodic testing for decentralized examinations.

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 and 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.