

OSWEGO COUNTY



HUMAN RESOURCES DEPARTMENT
46 EAST BRIDGE STREET
OSWEGO, NEW YORK 13126
PHONE: (315) 349-8209 + FAX: (315) 349-8254
oswegocounty.com/humanresources

EXAMINATION ANNOUNCEMENT

CORRECTION OFFICER

EXAMINATION NUMBER: 60029310 (Open to the Public)
LAST FILING DATE: Wednesday, May 14, 2025 (Applications will **NOT** be accepted after this date)
EXAM FEE: Exam Fee Waived
NOTE: This exam is a T&E (Training & Experience) format, there is no written test.
See Subject of Examination on page 2 for more details.

PAY RATE: \$26.83 per hour.

JOB DESCRIPTION: Supervises incarcerated individuals and maintains discipline in the County Jail during an assigned shift; performs related duties as required. Under immediate supervision, employees are responsible for the enforcement of rules and regulations governing security, conduct, discipline, safety and the general well being of incarcerated individuals in the County Jail. Employees must be alert to possibilities of emergency situations arising and exercise sound judgment when problems occur. Work is typically performed in areas where Correction Officers are in direct contact with incarcerated individuals and requires sensitivity and communication skills. Work is assigned by a ranking officer and reviewed through inspection and report submission. Performs a variety of physically challenging tasks, in difficult or hazardous settings around the clock and in all kinds of weather conditions. Officers may walk or stand for extended periods, be required to run and to defend themselves or others, using unarmed self-defense techniques, striking weapons or firearms. Correction Officers may be exposed to noxious fumes, odors or disagreeable sights in the performance of their duties.

RESIDENCY REQUIREMENTS: Candidates must be legal residents of Oswego County or the contiguous counties of Onondaga, Madison, Jefferson, Cayuga, Oneida, or Lewis for a minimum of four (4) months immediately preceding the date of the exam. Candidates must be residents of Oswego County at the time of appointment.

MINIMUM QUALIFICATIONS:
Education, specialized background, training and experience.

Education: Graduation from high school or possession of an equivalency diploma recognized by the New York State Education Department.

Age: Candidates must be at least nineteen (19) years of age by June 1, 2025. Eligibility for appointment begins at age twenty (20).

SPECIAL REQUIREMENT:

Citizenship: New York State Law requires all Peace Officers, including Correction Officers, to be United States citizens at time of appointment.

Driver's License: Candidates must be eligible for appropriate class New York State driver's license. Possession of the license is required at the time of appointment.

Training: Candidates must successfully complete Division of Criminal Justice Services training curriculum during the probationary period. This training may include but is not limited to the following areas: weapons/firearms, expandable baton, pepper spray and use of force/deadly physical force. Candidates must qualify and maintain proficiency with department issued firearms.

NOTE: Applicants may be approved conditionally to take civil services examinations if the minimum educational requirement is met within 12 months from the examination date. As proof of satisfactory completion of the minimum educational requirement, conditionally approved candidates are responsible for submitting a copy of their college transcript, High School Diploma, or proof of GED or TASC within 12 months of taking the exam. Names of conditionally approved candidates will be restricted on the eligible list and will not be certified for appointment(s), until proof of completing the educational requirement is received.

MEDICAL REQUIREMENTS: Your medical condition will be evaluated to ensure that you are able to perform the duties of this position. Upon a conditional offer of appointment, there will be a medical examination. For a complete statement of the medical standards, send a letter of request to the Oswego County Human Resources Department at 46 East Bridge Street, Oswego, NY 13126 or e-mail a request to: humanresources@oswegocounty.com.

BACKGROUND INVESTIGATION: A thorough background investigation will be done to determine suitability for appointment. Conviction of a felony **will** bar and conviction of a misdemeanor or other offense **may** bar candidates from examination and appointment. Candidates may be required to participate in psychological and/or polygraph testing.

WHAT THIS EXAMINATION CONSISTS OF (SCOPE OF EXAMINATION): 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 11:59 pm on June 30, 2025. 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.

FIRST STEP: Complete an examination application and return it to Oswego County Human Resources on or before 4:00 PM on the last filing date of May 14, 2025.

SECOND STEP: Approved candidates will be sent a notice containing directions to a website address needed to complete a Training and Experience Questionnaire.

THIRD STEP: Complete the online Training and Experience Questionnaire between June 1, 2025 and June 30, 2025. The answers you provide in the questionnaire will be used to rate and score your test against the general requirements of the position(s). Your score will be based on training and experience gained before the application filing deadline of May 14, 2025. Candidates will not be able to claim any credit for training and experience to be gained after the application filing deadline of May 14, 2025. The questionnaire will close on 11:59 pm, June 30, 2025. Candidates who fail to submit their questionnaire by 11:59pm, June 30, 2025 will not receive a score and will not be added to the eligible list.

CONTINUOUS RECRUITMENT: This examination is being held on a continuous recruitment basis. The Training and Experience exam will be held periodically. When an exam is announced, applications for that date must be filed no later than the announced last filing date. Candidates who meet the qualifications and pass the exam 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. Generally, the names of qualified candidates will remain on the eligible list for one (1) year. Agility tests will be scheduled as needed. Oswego County Human Resources or the Department of Civil Service reserve the right to terminate this special recruitment program.

INFORMATION FOR APPLICANTS WHO ARE TAKING MULTIPLE EXAMINATIONS FOR CORRECTION OFFICER, ALSO KNOWN AS CROSS-FILER: Individuals can participate in multiple examinations to maximize their opportunity for appointment. Interested candidates will need to separately apply, be registered, and complete the T&E questionnaire for each municipal civil service agency according to each agency's guidelines. In addition, the application and T&E questionnaire process for the NYS Correction Officer Trainee exam program is separate from the Correction Officer T&E exam program for municipal civil service agencies. Visit cs.ny.gov for more information on applying for State exams.

PUBLIC SERVICE LOAN FORGIVENESS: College graduates with student loans may be eligible to have part of their loan paid for after being employed in a full-time position at Oswego County. Additional information is available at <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service>.

APPLICATION DEADLINE POLICY: Application/exam fee must be submitted to the Oswego County Human Resources Department or through the online portal before the close of business at 4:00 p.m. on the last file date listed on the Examination Announcement. Applications received via U.S. Mail will be accepted only if postmarked on or before the last file date. Applications that are received through inter-office mail, e-mail, or via facsimile must be received before the close of business at 4:00 p.m. on the last file date or they will not be accepted.

OSWEGO COUNTY GOVERNMENT IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER.

ISSUED: April 8 2025
Julie A. Bell
Director of Human Resources

GENERAL INSTRUCTIONS

1. Applications and additional information can be obtained at the Human Resources Department, Oswego County Office Building, 46 East Bridge Street, Oswego, New York 13126, or by calling (315) 349-8209, or on the web at <http://www.oswegocounty.com/humanresources>.
2. Applications postmarked after midnight of the **Last Filing Date** will not be considered eligible for this examination.
3. Falsification of any part of the "Application for Employment" will result in disqualification and possible legal action. Inquiries may be made as to character and ability and all statements made by candidates are subject to verification.
4. Applicants must answer every question on the application form. Incomplete applications will be disapproved.
5. Accepted candidates will be notified when and where to appear for exam. None will be admitted to the examination without the official admission notice. If an application is rejected, due notice will be sent. The department does **not** make formal acknowledgment of the receipt of an application.
6. If you have not received your notice to appear for the exam three days before the exam date, call (315) 349-8209.
7. If special arrangements for testing are required (i.e. religious observance, disability), submit written request describing your needs with the application form.
8. Unless otherwise noted, 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.
9. Active service members, veterans or disabled veterans desiring to claim additional credit may submit an "Application for Veteran's Credit" prior to the establishment of the eligible list. Forms are available upon request at the Human Resources Department.
10. Military Service members on active duty on the exam date may request a military makeup exam by calling (315) 349-8209. Members on active duty or discharged during the exam filing period may apply for the exam up to ten days before the exam date.
11. Per Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty are entitled to receive ten additional credits on an exam which may result in an original appointment in the municipality where the deceased parent served. Candidates eligible for additional credit should indicate this on their exam application.
12. Candidates who fail the examination, or who fail to appear for the examination as scheduled, will be eliminated from further consideration.
13. Under specific circumstances an alternate test date may be arranged in accordance with established policy. Your request and verifiable documentation should be submitted at least one week prior to the test date or in case of an emergency no later than 4:00 p.m. on the next business day following the test.
14. 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 exams will apply to this examination.
15. Unless otherwise specified, the final rank order of the eligible list established as a result of the exam will be determined on the basis of the scores received on the written test, plus veterans and seniority credits where appropriate.
16. The eligible list will remain in force for at least one (1) year and may be extended by the Director of Human Resources for a maximum of four (4) years. Changing conditions may make it necessary to certify future vacancies at higher or lower salaries than those announced.
17. Special Requirement for Appointment in School Districts and CITI: 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 CITI as involving direct contact with students, a clearance for employment from the State Education Department is required.
18. In accordance with the Child Abuse Prevention Act of 1985, candidates for appointment to Oswego County government positions which involve regular and substantial contact with children will be required to complete a State Central Register of Child Abuse and Maltreatment clearance form. Failure to complete this form may result in decertification of your name from this eligible list for appointments in Oswego County.
19. Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.