

GENESEE COUNTY HUMAN RESOURCES
COUNTY BUILDING I, BATAVIA, NEW YORK

ANNOUNCES

AN OPEN COMPETITIVE EXAMINATION FOR:

CORRECTION OFFICER, O.C. #60006-120

NOTE: This exam is a Training & Experience format. There is no written test. See Subjects of Examination on page two for more details.

SALARY: \$23.93 per hour (2024) Genesee County.

VACANCY: The Genesee County Sheriff's Department currently has five (5) vacant positions. This examination is also being held to establish an eligible list to fill future vacancies, which may occur during the life of the eligible list.

An eligible may receive only one permanent appointment from this list. Once appointed, there will be a Probationary Period of 8-52 weeks where candidates will be evaluated based on performance of duties.

CANDIDATES MUST BE LEGAL RESIDENTS OF GENESEE, ERIE, LIVINGSTON, MONROE, NIAGARA, ORLEANS OR WYOMING COUNTY AT THE TIME OF EXAMINATION AND FOR AT LEAST TWO MONTHS PRIOR TO THE DATE OF THE EXAMINATION. ELIGIBLE RESIDENTS OF A CIVIL DIVISION MAY BE GIVEN PREFERENCE IN APPOINTMENT TO VACANCIES IN THEIR AREA OF RESIDENCY.

LAST FILING DATE-----OCTOBER 9, 2024

MINIMUM QUALIFICATIONS: Candidates must meet the following requirement on or before the last filing date:

Possession of a high school diploma or an equivalency diploma recognized by the New York State Department of Education, **[PLEASE PROVIDE US WITH THIS INFORMATION ON THE EDUCATION SECTION OF THE APPLICATION.]**

CANDIDATES, PLEASE NOTE: It is vital that you submit, with your application, all information necessary to show your qualification for examination. APPLICATIONS WHICH DO NOT SHOW TRAINING AND/OR EXPERIENCE TO MEET MINIMUM QUALIFICATIONS WILL BE DISAPPROVED, AND WE WILL NOT REFER TO OTHER APPLICATIONS ON FILE FOR ADDITIONAL INFORMATION.

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MINIMUM QUALIFICATIONS, Cont'd:

Note: You may file for this examination if you expect to complete the educational requirement by **December 31, 2024**. If successful on the examination, however, you will not be certified for appointment until you have submitted proof of completion of the educational requirements to Genesee County Human Resources. Proof must be submitted no later than two months after the completion date. Failure to do so will result in removal of your name from the eligible list.

NOTE – FILING FEES: Genesee County Human Resources has temporarily waived the collection of examination fees for all candidates beginning with Civil Service examinations scheduled after June 1, 2022 through December 31, 2025.

SPECIAL REQUIREMENTS:

1. Possession of a valid New York State Driver's license at the time of appointment and maintenance of such license throughout the tenure of employment in the position.
2. Successful completion of a background investigation, medical examination and/or psychological test will be required prior to appointment.
3. At the time of appointment, candidates must be at least 18 years of age.

SPECIAL NOTE:

Background Investigation-Candidates who receive a passing score on the training and experience examination will be subject to pre-employment drug testing and a background investigation including but not limited to education, military, employment, credit, traffic and criminal records. Conviction of a felony will bar, and conviction of a misdemeanor or other offense **may** bar examination and/or appointment.

Psychological Evaluation-Prior to appointment, you will be required to participate in a psychological evaluation to determine your fitness to perform the essential duties of the position. Failure to meet the standards **may** result in disqualification.

TYPICAL WORK ACTIVITIES:

Performs processing functions, relative to the receiving and discharge of detainees;
Guards prisoners in the County Jail;
Processes ID cards and fingerprint cards;
Inspects quarters for contraband;
Maintains order and security during assigned shift;
Distributes mail, magazines, food trays, personal articles, etc.;
Assists in the transport of detainees;
Makes oral and written reports.

SUBJECTS 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.** 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.

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SUBJECTS OF EXAMINATION, Cont'd:

Candidates must complete an examination application and return it to Genesee County Human Resources on or before the last filing date of October 9, 2024.

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 (T&E) Questionnaire will be available on **November 1, 2024**, and approved candidates will be required to complete and submit this questionnaire between **November 1, 2024** and midnight, **November 30, 2024**. Candidates will not be able to claim any credit for training or experience to be gained after the application filing deadline of **October 9, 2024**.

Candidates who fail to submit their questionnaire by November 30, 2024 will not receive a score and will not be added to the eligible list.

Note: Individuals can participate in Correction Officer examinations for other municipal civil service agencies 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 to State exams.

TAKING THE ONLINE T&E EXAMINATION AND PERSONAL NY.GOV ID ACCOUNTS

Approved applicants will need to access the T&E examination 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.

NOTE: Religious Accommodations, Persons with Disabilities or Active Military: If special arrangements for testing are required, please indicate this on your application. An explanation of your need for special testing accommodations must be attached to your application. If due to disability – medical documentation must be provided.

ACTIVE MILITARY MEMBERS: Any member of the armed forces of the United States who has duly filed an application to compete in a scheduled competitive examination but was deprived of the opportunity to compete in the examination due to active military duty could be provided with a special military make-up examination.

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ACTIVE MILITARY MEMBERS, Cont'd:

Current members of the Armed Forces may apply for Veteran's credits by filing an "Application for Veteran's Credits" (Form VC-1). The "Application for Veteran's Credits" can be obtained at Genesee County Human Resources, 15 Main St., Batavia, NY 14020 or from our website at, www.co.genesee.ny.us. Proof of military status must also be presented and verified in order for consideration of granting of "conditional" Veteran's credit. Acceptable proof may include a military I.D. card, military orders, or other official military document that substantiates active military service at time of exam. This documentation and VC-1 Form must be received prior to the establishment of the Eligible List for this examination. The "conditional" status of the additional credits will remain until proof is provided indicating that the service was in time of war and that the veteran received an honorable discharge, or was released under honorable circumstances.

VETERANS: Additional credits are available to veterans who meet certain established requirements. Veterans who have not exhausted their credits should make application for their use, if desired. A COMPLETED APPLICATION FOR VETERANS CREDITS (FORM VC-1) AND a COPY OF SEPARATION PAPERS (FORM DD-214) MUST BE RECEIVED BEFORE THE ELIGIBLE LIST FOR THIS EXAMINATION IS ESTABLISHED IN ORDER TO UTILIZE ADDITIONAL CREDITS. DISABLED VETERANS MUST SUBMIT, IN ADDITION, A COPY OF FORM VC-3 (AUTHORIZATION FOR DISABILITY RECORD). The "Application for Veteran's Credits" can be obtained at Genesee County Human Resources, 15 Main St., Batavia, NY 14020 or from our website at, www.co.genesee.ny.us.

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 Genesee County. Additional information is available at <https://studentaid.ed.gov/sa/sites/default/files/public-service-loan-forgiveness.pdf>.

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 must provide the necessary documentation to verify additional credit eligibility within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

PLACE TO FILE: To get an application, come in or send a stamped, self-addressed envelope to: Genesee County Human Resources, County Building I, 15 Main Street, Batavia, NY 14020 or download from website: www.geneseeny.gov. Phone 344-2550, Ext. 2221.

Applications mailed to us must be postmarked with a date no later than the last filing date indicated on this announcement.

To apply online, please use the following link: <https://genesee-county.docuware.cloud/DocuWare/Forms/application-exams?orgID=156f4fcb-907d-41d4-a2a4-ea0ced8838b5>

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PLACE TO FILE, Cont'd:

Online applications must be submitted no later than midnight, **November 30, 2024**.

All correspondence will be sent only to the address provided on the application for examination. It is your responsibility to inform the Genesee County Human Resources office of any change of address. Correspondence returned for incorrect address will not be forwarded. All address changes must be submitted to the Genesee County Human Resources office in writing.

APPLICANTS: Please contact this office three days prior to examination if you have not been notified by us, as to your eligibility to participate in this examination.

This written 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 this rating of the examination will apply to this test.

ALL QUALIFIED APPLICANTS WILL BE AFFORDED EQUAL EMPLOYMENT OPPORTUNITIES WITHOUT DISCRIMINATION BECAUSE OF RACE, CREED, COLOR, NATIONAL ORIGIN, SEX, AGE, DISABILITY OR MARITAL STATUS.

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