



**RENSSELAER COUNTY
CIVIL SERVICE COMMISSION**
Opportunities in the Public Service
OPEN COMPETITIVE EXAMINATION

ACCEPTING ONLINE APPLICATIONS ONLY

Click [here](#) or visit <https://rensco-portal.mycivilservice.com> to apply online.

EXAM NUMBER: 61-004
EXAM TITLE: CORRECTIONAL OFFICER

EXAM DATE: DECEMBER 11, 2021
LAST FILING DATE: NOVEMBER 3, 2021

NON-REFUNDABLE \$30.00 APPLICATION FILING FEE MUST ACCOMPANY EACH APPLICATION. APPLICATIONS SUBMITTED ONLINE MUST BE PAID BY CREDIT CARD AT TIME OF FILING.

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**** APPLICANTS MUST PROVIDE A COPY OF THEIR DRIVER'S LICENSE AT TIME OF FILING APPLICATION ****

A copy of your **Driver's License** must be attached to your online application.

CORRECTIONAL OFFICER, Rensselaer County. The resulting eligible list will be used to fill vacancies as they occur in the Rensselaer County Sheriff's Department.

RESIDENCY REQUIREMENTS: Candidates must have been legal residents of Rensselaer, Washington, Saratoga, Albany, Greene or Columbia County for at least four (4) months immediately preceding the date of examination. **Preference in appointment may be given to successful candidates who have been legal residents of Rensselaer County for at least four (4) months immediately preceding the date of examination.** Appointments made to the Rensselaer County Sheriff's Department are required to reside in Rensselaer County and must maintain residency in Rensselaer County throughout employment.

TYPICAL DUTIES: (Illustrative only)

Performs guard duties at various locations of the jail, such as entrance and exits, receiving and detention rooms, floors and galleries, barber shop and clinic rooms and elevators, while prisoners are on work detail; Maintains security and discipline, makes regular inspection checking locking devices and punching clocks, makes counts and completes report sheets, keeps order and settles disturbances; Attends to the care and well-being of inmates, secures and delivers sundries, such as candy, tobacco and books, delivers medical supplies and secures medical services; May escort inmates for interviews with attorneys, relatives and law enforcement agencies; Attends to the feeding and maintenance of inmates' sanitation and hygiene; Performs clerical duties connected with the receiving, booking, searching and release in inmates, makes up records, accepts and makes out composite census reports, keeps records on inmates, receives and inspects legal papers for release of inmates, arranges for clothing and records for transfer of persons to court, penal institutions and hospitals; May take fingerprints and photographs of prisoners.

SALARY: \$48,085

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma. Equivalency diploma must indicate date of issuance and the diploma number.

SPECIAL REQUIREMENT FOR ACCEPTANCE OF APPLICATIONS: Possession of a valid New York State Driver's License and must maintain such license throughout employment.

NOTE: By New York State Law, a Correctional Officer is a Peace officer and must be qualified to hold such office and must be a United States citizen.

ADDITIONAL INFORMATION CONTINUED ON NEXT PAGE...

EXAMINATION NO. 61-004 CORRECTIONAL OFFICER (OC)

ACCEPTING ONLINE APPLICATIONS ONLY

A copy of your **Driver's License** must be attached to your online application.

THE USE OF CALCULATORS IS ALLOWED FOR THIS EXAM.

THERE WILL BE NO RE-TEST OF ANY PORTION OF THIS EXAMINATION.

SUBJECT OF EXAMINATION: Written test designed to evaluate knowledge, skills and/or abilities in the following areas. The New York State Department of Civil Service has prepared a Guide for the Written Test for Entry-Level Correction Officer is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

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.

Understanding and interpreting written material -These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions **only** on what is presented in the passages and **not** on what you may happen to know about the topic.

Applying written information in a correctional services setting - These questions test for the ability to properly identify the sequence or order of events or to organize information to fit a timeline. You will be given a brief reading passage followed by one or more questions. You must identify the proper sequence of events in order to answer one or more questions.

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.

****ADDITIONAL REQUIREMENTS FOLLOWING THE WRITTEN EXAMINATION ****

Failure to participate in and successfully meet the standards of the qualifying exams will result in removal from consideration for appointment. Background investigations may include a polygraph test. Candidates may be charged an additional fee for the processing of background investigations.

QUALIFYING PHYSICAL AGILITY TEST: Will be administered at a later date to candidates who have passed the written portion of the examination. During this test candidates shall be required to complete a timed course of six related job elements in less than 2 minutes 15 seconds. The physical agility test includes the following seven (7) elements:

Stair Climb Test	Obstacle Vault;
Ladder Ascent	Door Lock and Unlock;
Suspended Dummy Raise	Body Transport Test.
Three Minute Step Test	

MEDICAL AND PSYCHOLOGICAL SCREENING EXAMINATIONS: Candidates who achieve a passing score on the written test and the physical agility fitness test may be required by the appointing authority to participate in a medical exam, a visual acuity test and a psychological screening process. If a candidate fails the medical exam, visual acuity test or the psychological screening, he/she will be disqualified and permanently removed from the civil service eligible list for this title.

BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS: Each candidate will be subject to a thorough background investigation and charged an additional fee for fingerprinting. Applicants may be required to authorize access to educational, financial, employment, criminal history, mental health records or other records. Conviction of a felony will bar appointment. Convictions of a misdemeanor or other offense, including repeated traffic offenses, are subject to evaluation and may bar appointment. At the discretion of the employing law enforcement agency candidates may be subject to additional screenings as a term and condition of employment, including but not limited to, fingerprinting and psychological testing. Drug testing is included in the required medical exam. Additional drug testing may be required throughout employment. New hires must successfully complete a period of probation in accordance with Sheriff's Office policy and bargaining unit agreements.

CROSS-FLER (MULTIPLE EXAMS ON SAME DAY) : If you have applied for any other civil service examination to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all the examinations at one test site. If you have applied for both State and local government examinations, you must make arrangements to take all your examinations at the State examination center by **emailing our office at civilservice@renesco.com no later than two weeks before the test date. Requests received after this date may not be granted.** You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination. You will be advised by letter when and where to report for your examinations and bring all admission letters with you to the designated exam site. **The Cross-Filer form is included in the online application process and can also be found online at www.renesco.com.**

GENERAL INFORMATION

1. Each candidate must complete an application form and file it with the Rensselaer County Civil Service Commission, County Office Building, 1600 – 7th Avenue, Troy, New York 12180. Applications should be filed as soon as possible after the announcement of the examination. Applications must be submitted online using the Civil Service Portal located on the Rensselaer County website at www.rensco.com. **BE SURE EVERY QUESTION IS ANSWERED. SUBMISSION OF A RESUME INSTEAD OF A COMPLETED APPLICATION IS UNACCEPTABLE. AN INCOMPLETE APPLICATION MAY BE DISAPPROVED.** Please contact our office if you are unable to complete the online application process.
2. Accepted candidates will be notified by email when and where to appear for examination. No one will be admitted to the examination without the official admission notice. If an application is rejected, you will be notified in writing. The Civil Service Commission does not make formal acknowledgment of receipt of an application. **Email the Civil Service Office if you have not received your notice three (3) days prior to the date of examination. Send emails to: civilservice@rensco.com.**
3. Unless otherwise stated, all candidates are required to be legal residents of Rensselaer County for four (4) months immediately preceding the date of examination. Appointing authorities may give preference to legal residents of their jurisdiction. (Candidates who are not residents of Rensselaer County but live within the geographical boundaries of a governmental agency under the jurisdiction of the Rensselaer County Civil Service Commission will be considered residents for examinations held to fill positions in that governmental agency.)
4. **SENIORITY CREDITS-(PROMOTIONAL EXAMS ONLY)** will be added to an eligible score as follows: Using as a basis six (6) months of continuous permanent or contingent permanent service in the jurisdiction for which the eligible list is being established as an equivalent to 0.1. No seniority credit will be allowed for service in excess of twenty (20) years.
 - December 7, 1941 to December 31, 1946
 - June 1, 1983 to December 1, 1987*
 - June 27, 1950 to January 31, 1955
 - October 23, 1983 to November 21, 1983
 - December 22, 1961 to May 7, 1975
 - December 20, 1989 to January 31, 1990*
 - August 2, 1990 to end of such hostilities*Credit for Lebanon, Grenada and Panama will be limited to those who receive the armed forces expeditionary medal, the navy expeditionary medal or the Marine Corps expeditionary medal.

Veterans wishing to claim additional credit on the examination must make claim when filing application. All veterans making application for additional credit must file a Photostat copy of their discharge papers with applications. A candidate who fails to establish, by appropriate documentary proof, his eligibility to receive additional credit by the time an eligible list is established, shall **not**, thereafter be granted additional credit on such eligible list.

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 veteran's credit in examination. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to prove appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of the Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.
6. 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 (10) points in a competitive examination for original appointments 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 (2) months from 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.
7. This written examination is 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 and review of examinations will apply. **VERIFICATION OF QUALIFICATIONS** may be investigated and candidates may be called for an interview to determine whether they are qualified for appointment. You may be required to take a medical examination to determine if you are medically and physically capable of performing the duties of the position.
8. Eligible lists will be established in order of final rating for successful candidates and will be established for a period of four (4) years or until the establishment of an appropriate new list.
9. **NOTICE TO CANDIDATES:** Unless otherwise notified, candidates are permitted to use quiet, hand-held solar or battery powered calculators. Cell phone calculators are not permitted. Devices with typewriter keyboards, spell-check, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited.
10. **APPLICATION FEE:** A **non-refundable** fee of \$20.00 is required for each separately numbered examination for which you apply. Certain examinations will require a \$30.00 filing fee. **The required examination fee listed on pg.1 of this announcement must be paid online at time of filing each application.** 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.
11. **APPLICATION FEE WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a 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, you must complete a "Request for Application Fee Waiver and Certification" form **and provide the required documents with your application** by the application deadline as listed on the Examination announcement. The Examination Fee Waiver Request and Certification Forms are available at time of submitting your online application. Application Fee Waiver and Certification Forms **WILL NOT** be accepted after the last filing date of an examination or without the required documentation.
12. **Religious Accommodations:** 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 appropriate box under "Religious Accommodations" on your application. We will make arrangements for you to take the test on a different date.