



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

**ACCEPTING ONLINE APPLICATIONS ONLY**

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

**EXAM NUMBER:** 64-420  
**EXAM TITLE:** CORRECTIONAL OFFICER

**LAST FILING DATE:** May 12, 2023  
**APPLICATION REVIEW PERIOD:** April 12 – May 29, 2023  
**QUESTIONNAIRE OPEN DATE:** June 1, 2023  
**QUESTIONNAIRE CLOSE DATE:** June 30, 2023

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**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:** \$49,905

**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.

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

**SUBJECT 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 midnight on **June 30, 2023.**

**First Step** – Candidates must complete an examination application from the Rensselaer County Civil Service agency on or before the last filing date of **May 12, 2023.** Only online applications will be accepted.

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

**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, 2023, and June 30, 2023.** 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 12, 2023.** The questionnaire will close on midnight, **June 30, 2023.**

**Note: If you are participating in the June 24, 2023, written multiple-choice test for Correction Officer with another civil service agency, you can also participate in this examination.**

**Information for applicants who are taking multiple examinations for Correction Officer, also known as Cross-filers:**


- Individuals can participate in multiple examinations to maximize their opportunity for appointment.
- Individuals can cross-file between two agencies that are participating in the T&E format examination or between two agencies that are participating in the multiple-choice format examination.
- Individuals can also apply and take multiple-choice examinations being held on June 24, 2023, and training and experience format examinations for Correction Officer being offered online; however, due to the different testing formats, individuals must take both examinations and cannot apply the score of one examination format to the other.

**Taking the online T&E examination and personal NY.GOV ID Accounts**

Approved applicants will need to access the T&E 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.

**Don't have an NY.gov account?**

**Sign in to your existing NY.gov account**

Create Account 

Sign In

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](mailto:fixit@its.ny.gov) .

**Helpful Tips for Completing the Questionnaire**

We recommend that you review the questionnaire in its entirety and collect all the information you will need to complete the questionnaire (e.g., documents related to your education, licenses, certifications, etc.). Then, set aside a block of time that is free of interruptions while you work on the questionnaire. Answer all questions that apply to your education, certification, and work experience as completely and accurately as possible. Save the information that you enter on each page by clicking on the "Save" button which is located at the end of each section. Review and print all saved information before you submit your completed questionnaire.

- **Shared Questionnaires:** Multiple examination(s) may use the same questionnaire. A list of the examinations(s) used for each are noted under the questionnaires. If you have applied for multiple examinations that utilize the same questionnaire, your submission will apply to all examinations you have applied to. If you subsequently wish to apply for additional examination(s) that use this questionnaire, you will be required to submit a separate questionnaire. This will not change your previous submission for the previous examinations.

- **Shared Questions:** If you have filled out any questionnaires in the past, you may see saved responses pre-populated where appropriate. This feature is provided as a convenience to candidates. It is your responsibility to make sure all your responses are accurate before you submit each questionnaire, including any pre-populated responses. You can change, delete, or modify the information on the questionnaire before you submit it for a new examination; however, this will not change your previous submission. Each examination is scored based on your submission for that examination number.
- **Completed Questionnaires:** Before you submit your questionnaire(s), you will be prompted to review your entries. We recommend you print a copy of your responses to keep for your own records because this will enable you to check the information before you make your final submission. When you submit your questionnaire(s), you will receive a confirmation stating that your questionnaire has been successfully submitted.
- **Frequently Asked Questions**  
For questions and answers about completing the online questionnaire, please visit the frequently asked questions page on our website at <https://www.cs.ny.gov/testing/faqs.cfm> .

***\*ADDITIONAL REQUIREMENTS FOLLOWING THE TRAINING AND EXPERIENCING 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.

**GENERAL INFORMATION**

1. Each candidate must complete an application form and file it with the Rensselaer County Civil Service Commission, County Office Building, 99 Troy Road, East Greenbush, New York 12061. 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](http://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 out office if you are unable to complete the online application process.
2. 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.)
3. **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.
4. For purposes of claiming veterans credits on a Civil Service examination, an applicant must have received an honorable discharge and have served in the armed forces of the United States at any time during the following periods:

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.

5. 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.
6. 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.
7. 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.
8. **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.
9. **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.
10. **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.
11. **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.

**RENSSELAER COUNTY CIVIL SERVICE COMMISSION IS AN EQUAL OPPORTUNITY EMPLOYER.**