



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

**EXAM NUMBER: 63-405**  
**EXAM TITLE: CORRECTIONAL OFFICER**

**EXAM DATE: NOVEMBER 17, 2018**  
**LAST FILING DATE: OCTOBER 10, 2018**

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**NON-REFUNDABLE \$30.00 FILING FEE MUST ACCOMPANY EACH APPLICATION. CHECKS OR MONEY ORDERS ONLY. CREDIT CARDS ACCEPTED WITH APPLICATIONS SUBMITTED ONLINE ONLY.**

***READ THIS ANNOUNCEMENT IN ITS ENTIRETY***

**Candidates are encouraged to apply online at  
[www.rensco.com](http://www.rensco.com)**

**You must attach and submit a copy of your Driver's License with your application. Applications submitted without a Driver's License will not be processed.**

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**RESIDENCY REQUIREMENTS** Candidates must have been legal residents of Rensselaer, Washington, Saratoga, Albany, Columbia, and Schenectady County for at least four (4) months immediately preceding the date of examination. Preference in appointment may be given to successful candidates who are legal residents of the appointing jurisdiction. Rensselaer County residency is required at time of appointment and throughout employment. .

**CORRECTIONAL OFFICER**, Rensselaer County. The resulting eligible list will be used to fill vacancies as they occur. Candidates that participated in the February 3, 2018 are eligible to participate in this special holding.

**SALARY:** \$45,984.

**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.

**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:

- |                            |                          |
|----------------------------|--------------------------|
| 1. Stair Climb Test;       | 5. Obstacle Vault;       |
| 2. Ladder Ascent;          | 6. Door Lock and Unlock; |
| 3. Suspended Dummy Raise ; | 7. Body Transport Test.  |
| 4. 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.

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**TYPICAL WORK ACTIVITIES:**

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; May escort inmates for interviews with attorneys, relatives and law enforcement agencies; Performs clerical duties connected with the receiving, booking, searching and release of inmates, makes up records, accepts and records clothing and property, assigns clothing and cell block, 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.

**SUBJECT OF EXAMINATION:** Written test will cover knowledge, skills, and/or abilities in such areas as:

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.

3. **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.

**USE OF CALCULATORS IS PROHIBITED FOR THIS EXAMINATION**

\*Candidates will be required to pass the following qualifying exams prior to appointment:

Physical agility fitness test;  
Medical examination;  
Psychological evaluation.

In addition, candidates will be subject to a thorough background check, which may include a polygraph test. Failure on any of the qualifying exams will result in removal from consideration for appointment. Candidates may be charged an additional fee for the processing of background investigations.

*“A Guide for the Written Test for Entry-Level Correction Officer is available at the New York State website: [www.cs.ny.gov/testing/testguides.cfm](http://www.cs.ny.gov/testing/testguides.cfm). “*

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

If you are filing to take exams with Rensselaer County Civil Service and any other Civil Service Agency on the same day, please complete a Cross- Filer form at time of filing. The Cross-Filer form is available at the Rensselaer County website: “[www.rensco.com/employment\\_applications.asp](http://www.rensco.com/employment_applications.asp).”

**(OVER)**

## GENERAL INFORMATION

1. Each candidate must complete an application form and file it with the Rensselaer County Civil Service Commission, County Office Building, 1600 – 7<sup>th</sup> Avenue, Troy, New York 12180. Applications should be filed as soon as possible after the announcement of the examination. When writing for applications, forms or information, **SPECIFY BY ANNOUNCEMENT NUMBER AND TITLE** of the position for which you wish to apply. You may also obtain an application and examination announcement from 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.**
2. Accepted candidates will be notified 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. **Call the Civil Service Office if you have not received your notice three (3) days prior to the date of examination.**
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. 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 must accompany your application(s) in the form of a Check or Money Order** made payable to the **Rensselaer County Civil Service Commission** and write the examination number(s) on your check or money order. **NO CASH ACCEPTED.** **Applications submitted online must pay by credit card.** 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 submit the required documents with your application by the close of business on the application deadline as listed on the Examination announcement. You may obtain an Examination Fee Waiver Request and Certification Form online at [www.rensco.com](http://www.rensco.com) or from the Rensselaer County Civil Service Office. An application for examination and/or a Request for Application Fee Waiver and Certification **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.**