



NIAGARA COUNTY
CIVIL SERVICE
111 Main Street – G2
Lockport, New York 14094

Malcolm A Needler
Personnel Officer

(716) 438-4071

CORRECTION OFFICER

No 69-477 Examination Open to the Public

Salary \$17.88/hour (Part-time)
\$17.88 - \$32.54/hour (Full-time)

Please note that positions are generally filled on a part-time basis. There is also a physical agility test required. Please read all the requirements carefully before applying.

The eligible list resulting from this examination will be used to fill **part-time and full-time** vacancies at the Niagara County Sheriff's Office. The list established from this exam will supersede any existing list for this title.

RESIDENCE REQUIREMENTS: Candidates must have been legal residents of Niagara County for at least one (1) month immediately preceding the date of the written examination and such residency must continue until the time of appointment.

MINIMUM QUALIFICATIONS: Candidates must meet the following on or before the date of the written exam. If you do not meet these qualifications, your application will be disapproved and your filing fee will not be refunded.

Graduation from high school or possession of an equivalency diploma. Indicate the number of the equivalency diploma or submit a copy with your application.

CORRECTION OFFICER EXAMINATION REQUIREMENTS POLICY: Read these requirements carefully.

A copy of the Correction Officer Examination Requirements Policy can be found at <http://niagaracounty.com/Employment/CO-Exam-Policy>. **ALL CANDIDATES MUST PASS A PHYSICAL AGILITY TEST THAT INCLUDES SIT-UPS, PUSH-UPS, AND A 1.5 MILE RUN. THERE IS NO PHYSICAL AGILITY RETEST.**

SCOPE OF EXAMINATION: There will be a written test which you must pass in order to be considered for appointment. The written test is designed to evaluate knowledge, skills and /or abilities in the following areas:

1. **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.
2. **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.
3. **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.
4. **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.

A Guide for the Written Test for Correction Officer is available at the New York State website: <https://www.cs.ny.gov/testing/testguides.cfm>. Candidates not having access to a computer or the internet may request copy of the test guide from our office.

APPLICATIONS MUST BE SUBMITTED ELECTRONICALLY OR POSTMARKED BY THE FILING DEADLINE. YOUR APPLICATION WILL BE DISAPPROVED IF PAYMENT IS NOT RECEIVED BY THE FILING DEADLINE.

FILING DEADLINE

OCTOBER 23, 2020

A non-refundable \$25.00 application fee must accompany each application. Please submit a copy of your online payment receipt
OR a check/money order payable to:
Niagara County Civil Service

ANNOUNCEMENT ISSUED: SEPTEMBER 29, 2020

EXAMINATION DATE

DECEMBER 5, 2020

FEE WAIVERS: Waivers for the filing fee must be completed in full and submitted with required documentation or your application will be disapproved.

DUTIES: The work involves responsibility on an assigned shift for the enforcement of rules and regulations governing the custody, security, conduct, discipline, safety and general well-being of inmates in a county correctional facility. The duties involve considerable inmate contact and supervision in a work, recreation or learning environment. Work procedures are well defined but incumbents must be alert to possibilities of emergency situations arising and must exercise sound judgment when problems occur. The work is performed under general supervision of a higher-level correctional supervisor with leeway allowed for the exercise of independent judgment in dealing with day-to-day situations in the facility. Carrying firearms may be required in the performance of certain duties. Does related work as required.

SPECIAL REQUIREMENTS AT TIME OF APPOINTMENT:

1. Possession of a valid New York State driver's license at the time of appointment and throughout employment;
2. Qualified to hold the office of peace officer;
3. Candidates must be citizens of the United States at time of appointment in accordance with Article 2, Section 3 of the New York State Public Officer's Law;
4. **PHYSICAL FITNESS AND MEDICAL:** To be considered for appointment, candidates must meet the physical fitness and medical requirements established by the Niagara County Personnel Officer. Candidates who fail the medical and/or physical fitness requirements will be restricted from certification on the certified eligible list.
5. **BACKGROUND INVESTIGATION:** Candidates conditionally offered a position will undergo a thorough background investigation to determine their suitability for appointment as a Correction Officer. No person may be appointed as a Correction Officer who has been convicted of a felony or of any offense in any other jurisdiction, which if committed in New York State, would constitute a felony. A person may also be barred from appointment if he/she has been convicted of a misdemeanor or any offense in any other jurisdiction, which if committed in New York State, would constitute a misdemeanor if the Personnel Officer determines that the employment of such person is not in the best interest of the Niagara County Sheriff's Office. Failure to meet the standards for the background investigation will result in disqualification. Fingerprinting is required and candidates will be responsible for paying the fee;
6. **CHARACTER & FITNESS:** Each potential appointee will be the subject of a thorough investigation to help determine character and fitness, and also to verify information provided by the applicant. Candidates must authorize access to educational, financial, military, employment, criminal history, and mental health records. Information contained in such records will be reviewed and evaluated and, if found to be inconsistent with the qualifications for appointment, will result in disqualification. Candidates who receive a satisfactory evaluation on the background investigation and meet all other administrative requirements will be considered for appointment;
7. **PSYCHOLOGICAL EXAMINATION:** Prior to appointment, candidates will be required to participate in a psychological evaluation to determine their fitness to perform the essential duties of the position. Candidates who fail to meet the standards set forth in this evaluation will be restricted from certification on the certified eligible list;
8. **DRUG-SCREENING TEST:** Prior to appointment, candidates will be required to participate in a drug-screening test. Candidates who fail the drug-screening test will be restricted from certification on the certified eligible list;
9. Candidates must complete Department of Criminal Justice Services and New York State Commission of Corrections approved training within one (1) year of appointment. Failure to complete the required training, maintain the required academic standing, meet the required physical standards, or to qualify with weapons, will result in the termination of employment.

NOTICE TO CANDIDATES: The use of calculators is **ALLOWED**. Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboard such as computers, spell checkers, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited. **Cell phones and smart watches are prohibited.**

CANDIDATES NOTE: You are responsible for completing all sections of the official application. To receive credit for experience on a job, basic information such as address, name and title of supervisor, hours in the work week, final salary, and duties performed by you, must be shown. Be very specific in explaining experience that will qualify you for the position sought. Ambiguity and vagueness will not be resolved in your favor. **EACH SEPARATE SHEET ATTACHED TO THE APPLICATION MUST BE SIGNED.**

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangement for taking all tests at one test site. If you have applied for both State and local examinations, **you must submit the cross-filer form to our office no later than two weeks before the test date.** Cross-filer forms can be found at: <http://niagaracounty.com/Portals/0/docs/jobs/Cross%20Filer%20Form.pdf>

This examination will be prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

Please review **[IMPORTANT EXAMINATION INFORMATION FOR CANDIDATES](#)**

Niagara County Civil Service #2020-81



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CORRECTION OFFICER EXAMINATION REQUIREMENTS POLICY

Adopted February 5, 2007 – Updated May 5, 2016

Niagara County Sheriff's Office and Niagara County Civil Service require all Correction Officer candidates to pass three (3) examination components to be eligible for appointment. The three (3) components are Written Civil Service Examination, Physical Fitness Screening Test (Agility Test), and Medical Screening.

Written Examination:

- Successfully complete the written examination with a score of seventy (70) or better.

Physical Fitness Screening Test:

- Candidates must pass the written examination in order to be scheduled for the qualifying Physical Fitness Screening Test.
- A candidate's physical and medical condition will be evaluated prior to appointment to ensure that s/he is able to satisfactorily perform the duties of this position with or without reasonable accommodation.
- Candidates will have one (1) opportunity to complete the Physical Fitness Screening Test (Agility) portion of their Civil Service examination. All elements of the agility test are scored on a pass/fail basis and candidates must satisfactorily complete each element of the test. Candidates who fail the agility test will be restricted from certification on the certified eligible list.
- Prior to the candidate's scheduled Physical Fitness Screening Test (Agility), s/he must provide a statement from her/his physician on forms provided by the Niagara County Sheriff's Department, stating that the candidate is physically capable of participating in the agility test. Physician certification will be good for six (6) months.
- Candidates who fail to appear for the scheduled Physical Fitness Screening Test (Agility) will have failed the agility test and will be restricted from certification on the Certified Eligible List. Allowance may be made for military service (copy of military orders) or for a medical procedure/reason documented by a physician. Documentation must be submitted prior to the scheduled agility test date.
- Candidates who have successfully completed the agility test within one (1) year of the date of certification of the eligible list will not be required to undergo another agility test and will be eligible for a conditional offer of employment.

Medical Screening:

- If the candidate passes both the written and Physical Fitness Screening Test (Agility) and is selected by the appointing agency, s/he will then be scheduled for a medical screening by a physician designated by Niagara County. Only medical screenings performed by the Niagara County designated physician will be accepted. The appointing authority will pay the cost of the medical screening. Correction Officer candidates will not be given a color perception test. The results are pass or fail. Medical examinations will be valid for twelve (12) months, excluding drug screening.
- Medical examinations and Physical Fitness Screening Test results are not accepted from any other source.

QUALIFYING PHYSICAL FITNESS SCREENING TEST (AGILITY)

Sit-up: Muscular endurance (core body) – the score indicated below is the number of bent-leg sit-ups performed in one minute.

Push-up: Muscular endurance (upper body) – the score below is the number of full-body repetitions that a candidate must complete without breaks.

1.5-Mile Run: Cardiovascular capacity – the (time) score indicated below is calculated in minutes and seconds. **The 1.5-mile run will only be administered to such individuals who have successfully completed each of the other two (2) elements of the test battery (sit-up and push-up).**

GENDER/AGE	SIT-UP	PUSH-UP	1.5-MILE RUN
MALE			
20-29	38	29	12:38
30-39	35	24	12:58
40-49	29	18	13:50
50-59	24	13	15:06
60+	19	10	16:46
FEMALE			
20-29	32	15	14:50
30-39	25	11	15:43
40-49	20	9	16:31
50-59	14	-	18:18
60+	6	-	20:16

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