



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

Malcolm A Needler  
Personnel Officer

(716) 438-4071

## **CORRECTION OFFICER AMENDED NEW TRAINING & EXPERIENCE EXAM FORMAT**

### **No 61-005 Examination Open to the Public**

**Salary Range: \$24.31 - \$34.53**

The examination will be held to establish an eligible list used to fill multiple current vacancies and any other appropriate vacancies in the Niagara County Sheriff's Office that may occur during the life of the list. **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 or a contiguous county (Erie, Orleans, and Genesee) for at least one (1) month immediately preceding the date of the written examination and such residency must continue until the time of appointment. **Preference in appointment may be given to successful candidates who have been residents of the municipality in which the appointment is made. Non-residents will be required to move into Niagara County within six (6) months 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.

**CORRECTION OFFICER EXAMINATION REQUIREMENTS POLICY:**

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.

**SUBJECT OF EXAMINATION:** There will be no written or oral test for this 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.**

**Candidates must first complete an examination application online or return a paper application to the Niagara County Civil Service Office on or before the last filing date of November 29, 2022. 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 Questionnaire will be available on December 15, 2022, and approved candidates will be required to complete and submit this questionnaire between December 15, 2022 and midnight, January 15, 2023. NOTE: Candidates will not be able to claim any credit for training or experience gained after the application filing deadline of November 29, 2022. Candidates who fail to submit a questionnaire by midnight, January 15, 2023, will not receive a rating.**

**Note:** **If you are participating in the December 10, 2022 written test for Correction Officer with another civil service agency, you can also participate in this exam.**

**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.

**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

**NOVEMBER 29, 2022**

A non-refundable \$25.00 application fee is required.  
Apply and pay online or submit a check or money order  
payable to: **Niagara County Civil Service**

**AMENDMENT ISSUED: October 31, 2022**

EXAMINATION DATE

**TRAINING &  
EXPERIENCE**

**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.**

**DRUG SCREENING:** Applicants may be required to undergo a drug-screening test to determine suitability for appointment in accordance with local policies. Applicants who test positive may be restricted from future certification.

**BACKGROUND INVESTIGATION:** Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

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

**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. All examination for positions in State government will be held at a State Examination Center.

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 #2022-103



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### **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 **two (2) opportunities** 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
<b>MALE</b>			
20-29	33	22	13:58
30-39	30	17	14:33
40-49	24	11	15:32
50-59	19	9	17:30
60+	15	6	20:13
<b>FEMALE</b>			
20-29	24	10	17:11
30-39	20	8	18:18
40-49	14	6	19:43
50-59	10	-	21:57
60+	3	-	23:55