



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

Malcolm A Needler
Personnel Officer

(716) 438-4071

CORRECTION OFFICER TRAINING & EXPERIENCE EXAM FORMAT

No 60-016490 Examination Open to the Public

Salary Range: \$26.02 - \$36.96

The examination will be held to establish an eligible list used to fill 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 not be used until there are fewer than three (3) active candidates on the current Correction Officer #202469 & #202476 eligible lists or until the lists are one (1) year old in 2025.**

RESIDENCE REQUIREMENTS: Candidates must have been legal residents of Niagara County or a contiguous county (Erie, Genesee, Orleans) for at least one (1) month immediately preceding the last day to file 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. **Anticipated Eligibility – Age and Educational Requirements:** Applicants who are within 12 months of meeting the minimum age or attaining the minimum educational requirements following the date of examination, may take the civil service exam, but will be restricted from certification until such a time that the minimum age or educational requirements are met.

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 an Evaluation of Training & Experience, Physical Fitness Screening Test (Agility Test), and Medical Screening. **These requirements are found on pages three (3) and four (4) of this announcement.**

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.

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.

**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

JANUARY 10, 2025

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**

ANNOUNCEMENT ISSUED: November 14, 2024

EXAMINATION DATE

FEBRUARY 1, 2025 –
FEBRUARY 28, 2025

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.
10. Sheriff's Office policy requires all employees to present a neat and professional appearance at all times. Candidates may be restricted from certification if unable to comply with existing policy at time of appointment. Tattoos on any portion of the face, neck, and/or hands is prohibited.

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. 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. **Please read completely the information on pages five (5) and six (6) of this announcement.**

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.**

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](https://niagara-portal.mycivilservice.com/)**
Exams/Jobs Portal - <https://niagara-portal.mycivilservice.com/>

Niagara County Civil Service #2025-03



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CORRECTION OFFICER EXAMINATION REQUIREMENTS POLICY

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Evaluation of Training and Experience:

- Candidates receive a rating based upon an evaluation of their training and experience against the duties of the position.

Physical Fitness Screening Test:

- Candidates who complete the Evaluation of Training and Experience will 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 Evaluation of Training and Experience 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	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
FEMALE			
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

TRAINING AND EXPERIENCE (T&E) INSTRUCTIONS FOR CORRECTION OFFICER EXAM # 2025-03

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. 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 complete an examination application and return it to <https://niagara-portal.mycivilservice.com/exams> or return a paper application to Niagara County Civil Service, 111 Main Street, Suite G2, Lockport, New York 14904 on or before the last filing date of **January 10, 2025**.

On January 24, 2025 - Approved candidates will be sent a notice containing directions to a website address needed to complete a Training and Experience (T&E) Questionnaire.

The Training and Experience Questionnaire will be available on **February 1, 2025** and approved candidates will be required to complete and submit this questionnaire between **February 1, 2025 and midnight February 28, 2025**. Candidates will not be able to claim any credit for training or experience to be gained after the application filing deadline of **January 10, 2025**.


CANDIDATES WHO FAIL TO COMPLETE THE ONLINE T&E QUESTIONNAIRE BY THE FEBRUARY 28TH DEADLINE WILL NOT RECEIVE A PASSING SCORE FOR THIS EXAM. CANDIDATES WILL BE CODED AS FAILING TO APPEAR FOR THE EXAM.

Note: Individuals can participate in Correction Officer exams for other municipal civil service agencies to maximize their opportunity for appointment. Interested candidates will need to separately apply, be registered, and complete the T&E questionnaire for each municipal civil service agency according to each agency's guidelines. In addition, the application and T&E questionnaire process for the NYS Correction Officer Trainee exam program is separate from the Correction Officer T&E program for municipal civil service agencies. Visit cs.ny.gov for more information on applying to State exams.

TAKING THE ONLINE T&E EXAM AND PERSONAL NY.GOV ID ACCOUNTS

Approved applicants will need to access the T&E examination 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?

Create Account 

Sign in to your existing NY.gov 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.

Helpful Tips for Completing the Civil Service Exam Application for Correction Officer

The information that you provide on your civil service exam application will be used to verify the accuracy of the information that you provide on your Training & Experience Questionnaire (T&E). You must enter **ALL** required information in each field honestly, accurately, and thoroughly to receive an accurate score that reflects your education, training, certifications, and experience. The information recorded on your exam application will be compared with your completed T&E and will be reviewed by the Sheriff's Office during its background investigation.

The following chart illustrates the information required by the exam application and the online T&E.
YOU MUST PROVIDE COMPLETE AND ACCURATE INFORMATION ON BOTH.

<i>Civil Service Exam Portal Tab</i>	<i>Online T&E Sections</i>
<p>Education & Training – provide name of school, course of study, type of degree received, number of credit hours, etc. You must submit official transcripts to receive credit.</p> <p>Professional License & Certifications – List the professional license or certification you received from trade school. Upload a copy with your application.</p>	<p>College Degree – Indicate if you have earned an associate's degree or higher</p>
	<p>College Coursework – Enter the number of credit hours earned including credits earned as part of a degree entered in the College Degree section</p>
	<p>Trade School – Indicate if you earned a professional license or a professional certification from an accredited trade school. Do NOT enter college or university degrees in this section.</p>
<p>Employment History – You must include your entire work history. Complete ALL fields. The titles you include and dates of employment you enter on the online T&E questionnaire will be compared to what you enter on the exam application. Please note that volunteer experience is accepted for certain sections.</p> <p>Exam Options Tab – Veteran's Credits Section – You must complete this section and provide a copy of your DD214 if you enter Military Service Experience on your T&E.</p>	<p>Correction Officer Experience (Paid)</p> <p>Law Enforcement Experience (Paid)</p> <p>Firefighter or Paramedic Experience (Paid or volunteer)</p> <p>Emergency Medical, Dispatcher, or Transportation Security Administration (TSA) Experience (Paid or volunteer)</p> <p>Licensed Security Guard Experience (Paid)</p> <p>Other Full-time (Active Duty) Military Service Experience</p> <p>Part-time Military Service Experience</p> <p>Other Work Experience (Paid)</p>