



**NIAGARA COUNTY
CIVIL SERVICE
111 Main Street – Suite G2
Lockport, New York 14094-2740**

*Malcolm A Needler
Personnel Officer
(716) 438-4071*

DEPUTY CHIEF JAIL ADMINISTRATOR

No 71-549 Promotional Examination

Salary Range: \$101,110/year

The examination will be held to establish an eligible list used to fill one vacancy in the Niagara County Sheriff's Office and any other vacancy that may occur during the life of the list. **The list established from this exam will supersede any existing list for this title.**

PROMOTIONAL QUALIFICATIONS: Candidates must currently be employed at the Niagara County Sheriff's Office as a Correction Lieutenant or higher for three (3) years immediately preceding the date of written examination.

SENIORITY CREDIT: Seniority is based on the length of continuous permanent classified service in the jurisdiction in which promotion is sought, with points added to an eligible candidate's passing score for each appropriate five-year period or fraction thereof in accordance with the following schedule:

Less than 1 year	0 points
1 year up to 6 years	1 point
Over 6 years up to 11 years	2 points
Over 11 years up to 16 years	3 points
Over 16 years up to 21 years	4 points
Over 21 years up to 26 years	5 points

NOTE: Any person otherwise meeting the requirements for an examination, who was laid off from an agency for which the exam is being held, and whose name is presently on a **PREFERRED LIST**, is eligible to compete in the exam. When completing their application, such persons should be sure to indicate their present employment and/or title and location of their last permanent employment in the municipality.

DUTIES: This is a confidential and policy-influencing administrative position. The purpose of this class is to directly assist the Chief Jail Administrator in planning, coordinating and supervising the daily operations of the Niagara County Jail; to ensure the safety and security of inmates, staff and the citizens of Niagara County through the development and enforcement of proper detention policies and procedures; and to perform related administrative, technical and supervisory work to assist in the development of goals and objectives, preparation of budgets, enforcement of contracts, and supervision and direction of staff. This class works within broad policy and organizational guidelines to assist in planning and implementing administrative, operating and program functions in the jail; to coordinate assigned activities with other County divisions, departments and outside entities; and to provide highly responsible and complex administrative support to the Chief Jail Administrator and Sheriff's administration. The work is performed under the administrative direction of the Sheriff, Undersheriff and Chief Jail Administrator. The incumbent exercises independent judgment in carrying out the details of the job in accordance with established laws, policies and procedures and reports progress of major activities through periodic conferences and meetings. Exercises direct and indirect supervision over all subordinate jail staff. Does related work as required.

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 are prohibited.**

**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 15, 2020

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: December 19, 2019

EXAMINATION DATE

MARCH 14, 2020

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

SUBJECT OF EXAMINATION: There will be a written test which you must pass in order to be considered for appointment. The written test will be designed to test for knowledge, skills, and/or abilities in such areas as:

1. **ENSURING EFFECTIVE INTER/INTRA AGENCY COMMUNICATIONS:** These questions test for understanding of techniques for interacting effectively with individuals and agencies, to educate and inform them about topics of concern, to clarify agency programs or policies, to negotiate conflicts or resolve complaints, and to represent one's agency or program in a manner in keeping with good public relations practices. Questions may also cover interacting with the staff of one's own agency and/or that of other agencies in cooperative efforts of public outreach or service.
2. **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. **NEW YORK STATE MINIMUM STANDARDS FOR CORRECTIONAL FACILITIES:** These questions test knowledge of the Minimum Standards for state, county, and local correctional facilities that are promulgated by the New York State Commission of Correction in areas such as the admission/discharge, care, custody, movement, correctional treatment, security, supervision, and discipline of all persons confined in these systems.
4. **ADMINISTRATIVE SUPERVISION:** These questions test for knowledge of the principles and practices involved in directing the activities of a large subordinate staff, including subordinate supervisors. Questions relate to the personal interactions between an upper level supervisor and his/her subordinate supervisors in the accomplishment of objectives. These questions cover such areas as assigning work to and coordinating the activities of several units, establishing and guiding staff development programs, evaluating the performance of subordinate supervisors, and maintaining relationships with other organizational sections.
5. **ADMINISTRATIVE TECHNIQUES AND PRACTICES:** These questions test for a knowledge of management techniques and practices used in directing or assisting in directing a program component or an organizational segment. Questions cover such areas as interpreting policies, making decisions based on the context of the position in the organization, coordinating programs or projects, communicating with employees or the public, planning employee training, and researching and evaluating areas of concern.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

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, 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.

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 examinations 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](#)**