

***Chemung County/City of Elmira Regional Civil Service Commission***

*PO Box 588 • 203 Lake Street • Elmira, New York 14902-0588*

**Examination Notice**

**CORRECTION OFFICER - OPEN COMPETITIVE**

**EXAM #68836**

**EXAMINATION DATE**

February 11, 2017

**APPLICATION DEADLINE**

December 23, 2016

**SALARY:** \$18.83/Hr. (2016 Entry)

**EXAM FEES:** There is a \$20.00 non-refundable exam fee. This fee must be paid at the time of application, either by cash, check or money order made payable to “Regional Civil Service Commission”. If your application is disapproved, the fee will not be refunded. You should carefully review the minimum qualifications and any residence requirements and apply only for those examinations for which you clearly qualify. Details concerning waiver of application fee are found in the “General Instructions.”

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:** If you have applied for any other civil service examinations to be given on the same test date for employment with New York State or any other local government jurisdiction, excluding New York City, you must make arrangements to take all the examinations at one test site. If you have applied for both State and local government examinations, you must take all your examinations at the State examination center. You will be advised by letter when and where to report for your examinations. If you have applied for another local government examination with another local civil service agency, call or write to each civil service agency to make arrangements. You must make your request for these arrangements no later than two weeks before the date of the examinations. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination.

**RESIDENCY REQUIREMENT TO PARTICIPATE IN THE EXAMINATION:** An applicant must be a resident of Chemung County at the time of exam and for at least one (1) month immediately preceding the exam.

**PREFERENCE IN APPOINTMENT FOR RESIDENTS:** At the appointing authorities’ request, preference may be given to successful candidates who have been a resident of Chemung County for at least one (1) month immediately preceding the date of certification for appointment and at the time of appointment from the resulting eligible list.

FOR APPOINTMENT IN SOME JURISDICTIONS, you may be required to become a resident in accordance with law or resolution.

**VACANCIES:** This examination is being held to fill vacancies, as they may occur in the Chemung County Jail.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma.

**JOB DESCRIPTION:** This is a uniformed correction position involving responsibility for maintaining security in the County Jail and performing a variety of functions related to the care and supervision of the inmates. Work procedures are well defined, but employees must be alert to the possibility of emergencies and be capable of exercising sound judgment when problems arise. The work is performed under the general supervision of a superior officer. Supervision is not a normal responsibility of this class of positions. Does related work as required.

**SUBJECT OF EXAMINATION:** A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

**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.

**4. Understanding and interpreting written material**

These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

**STUDY GUIDE:** A Guide for the Written Test for Entry-Level Correction Officer is available at the New York State website: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm) Candidates not having access to a computer or the internet may request a copy of the test guide from the Regional Civil Service Commission, 203 Lake Street, Elmira, New York.

**BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS:** Candidates that are being considered for appointment will be subject to a thorough background investigation. Applicants may be required to authorize access to education, financial, employment, criminal history, mental health records or other records. 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. Applicants may be required to submit the necessary fees for the fingerprint processing.

**CALCULATORS:** Use of a calculator is PROHIBITED.

*EQUAL EMPLOYMENT OPPORTUNITY, AFFIRMATIVE ACTION EMPLOYER.*

## GENERAL INSTRUCTIONS

1. **Applications:** A regular application form must be filed for each separate examination. The applicant should make sure that every question is answered and that the application is complete in all respects. An incomplete application may be disapproved. There is a \$15.00 non-refundable exam fee (the fee for Uniformed Protective Services exams is \$20.00). The fee must be paid at the time the application is filed and must be paid in cash, check or money order, made payable to the Regional Civil Service Commission. There is a \$30.00 fee for returned checks with non-sufficient funds. Before filling out your application, read carefully the announcement for this examination. When completing your application be sure to enter, at the top of page 1, the examination number which identifies the examination for which you are filing. Applications postmarked after midnight of the "Application Deadline" will not be considered eligible for this examination.
2. **Waiver of Exam Fee:** The exam fee may be waived for the following reasons:
  - You are unemployed and primarily responsible for the support of your household.
  - You are receiving financial assistance from the Department of Social Services.

Applications and Waiver of Application Fee forms are available at the Chemung County/City of Elmira Regional Civil Service Commission, P.O. Box 588, 203 Lake Street, Elmira, New York 14902-0588. Telephone: (607) 737-2915. When submitting your waiver form, please provide proof of eligibility, such as a check stub or benefit card.
3. **Qualification Process:** Upon review of applications, candidates will either be disqualified or conditionally approved. Disqualified candidates will be afforded the opportunity to submit facts in opposition to disqualification. Conditionally approved candidates will receive a notice of admission to the exam and a request for official transcripts for any education stated in the exam notice under "Minimum Qualifications". Candidates not meeting the requirements after the verification process will be notified of their disqualification. **Candidates who fail to provide an official transcript will be notified of their score but will not be eligible for certification for appointment from the resulting eligible list until an official transcript is received and verified.**
4. **Admission to the Exam:** Accepted candidates will receive an admission letter which tells when and where to appear for the exam. No one will be admitted to the examination without the official admission letter. If an application is rejected, a disapproval letter will be sent to you. The Regional Civil Service Commission does NOT make formal acknowledgment of the receipt of an application; however, you should contact the Regional Civil Service Commission if you do not receive a notice within three (3) days of the examination informing you whether or not you are to be admitted to the examination.
5. **Multiple Exams on the Same Day:** Qualified candidates may take a combination of examinations being given on the same date. Prior to submitting applications for multiple exams, you may check with the Civil Service office for the maximum time allowance to complete all of the exams.
6. **Religious Accommodation:** 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 area on the examination application (page 1, C) "Religious Accommodation". We will make arrangements for you to take the test on a different date.
7. **Veterans' Credits:** Veterans and disabled veterans desiring to claim additional credit must submit veteran's credit forms prior to the establishment of the resulting 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 examinations. Active members of the armed forces must provide proof of military status to receive conditional credit. Further information and applications are available at the Regional Civil Service Commission office.
8. **Additional Credit for Children of Firefighters and Police Officers Killed in the Line of Duty:** 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 points in a competitive examination for original appointment 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 months from the 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.
9. **Failing Examination/Failure to Appear:** Candidates who fail the examination, or who fail to appear for the examination as scheduled, will be eliminated from further consideration.
10. **Eligible Lists:** Unless otherwise specified, the final rank order of the eligible list established, as a result of this exam, will be determined on the basis of the scores received on the written test, plus veterans and seniority credits where appropriate. The resulting eligible list for this examination will remain in force for at least one (1) year and may be extended by the Regional Civil Service Commission for a maximum of four (4) years.

This examination is being 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 of exams will apply to this examination.

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