

ALBANY COUNTY DEPARTMENT OF CIVIL SERVICE

112 STATE STREET, ROOM 900

ALBANY, NEW YORK 12207

CIVIL SERVICE PORTAL: <https://albany-portal.mycivilservice.com/>

EMAIL: csinfo@albanycounty.com

Issued: September 20, 2021

ANNOUNCES AN OPEN-COMPETITIVE EXAMINATION FOR **CORRECTION OFFICER**

Exam # 62315

FILING FEE: **\$20.00 non-refundable** filing fee for each application submitted. Submit application and credit card payment online via the Civil Service Portal at the web address above. If submitting a paper application, make check/money order payable to the Albany County Director of Finance. Include exam number on your check. Cash will be accepted if applying in person. **A maximum of two (2) application filing fees per calendar year will be waived for current legal residents of Albany County and/or current employees of a department of Albany County Government and/or a military veteran or an active-duty service member.** (Employees of NYS Government, school districts, towns, villages and libraries are not eligible for the employee waiver but may be eligible for the resident waiver.) Submission of a filing fee, even if you are eligible for a waiver, shall constitute relinquishment of the waiver and payment will be deposited. You may use any remaining waivers within the calendar year. The filing fee is waived for those receiving public assistance or unemployment benefits and the application must be accompanied by a completed Fee Waiver Request Form (ACS-04).

TO BE HELD: **Saturday, December 11, 2021.** Applicants will be mailed notification of time and exam site the week of exam.

LAST FILING DATE: Application must be received by or postmarked by **Friday, October 22, 2021.**

VACANCIES: List will be used to fill future vacancies as they occur in the Albany County Sheriff's Department.

SALARY: **\$41,059**

RESIDENCY REQUIREMENT: None to sit for the exam. Pursuant to NYS Civil Service Law Sec. 23.4-a, preference in appointment may be given to those eligibles who are legal residents of Albany County. **On effective date of appointment, an employee must be a resident of Albany County and remain so throughout employment by Albany County per Resolution 587 (2013).**

DUTIES OF POSITION: Incumbent has charge of inmates at the correctional facility. These duties involve the responsibility for security of inmates and enforcement of rules and regulations of the correctional facility. Work assignments vary from positions in which there is limited inmate contact, to direct contact with inmates in and outside the correctional facility. Work is performed under supervision and personal inspection of a superior officer. Does related work as required.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the last date for filing:
Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENTS:

1. At time of appointment, candidate must meet all applicable sections of the New York State Public Officer Law through employment as a Correction Officer.
2. At time of appointment, candidate must be a minimum of 21 years old.
3. At time of appointment, candidate must be a U.S. citizen.
4. At time of appointment, candidate must possess a valid New York State driver's license.
5. Candidate must pass the standardized physical agility fitness test. (*see pages 2 and 3 for standards*)

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

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 the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

- ◆ If submitting a paper application, use form ACS-21, the Albany County Application for Examination and Employment. All forms and other information may be found on our website, www.albanycounty.com/civilservice.
- ◆ Unless otherwise notified, candidates are permitted to use quiet, hand-held battery or solar calculators. Devices with typewriter keyboards, spell checkers, PDA'S, address books, language translators, dictionaries or any similar devices are prohibited.

CANDIDATES MUST FIRST PASS THE WRITTEN TEST IN ORDER TO BE SCHEDULED FOR THE QUALIFYING PHYSICAL AGILITY FITNESS TEST

Test Components/Stations:

Candidates will go from Stations I through IV. Candidates will be allowed up to three minutes rest between stations. Once a station is started, it must be completed according to protocol. Stations are as follows:

Station I	Agility (Sidestep) – Starting from a center line, the candidate sidesteps alternately, first left then right, across two (2) outside lines eight (8) feet apart. The raw score is based on the number of lines crossed within ten (10) seconds.
Station II	Strength (Sit-up) - Candidate lays flat on the back, knees bent, heels flat on the floor, fingers interlaced behind the head. In the up position, candidate should touch elbows to knees and return with shoulder blades touching floor. The time limit is one (1) minute.
Station III	Endurance (Squat Thrust) – The candidate takes the erect standing position. At the command “Ready-Go”, the candidate bends the knees and places the hands on the floor. Then the candidate extends the legs backward, keeping the arms and body straight as in the push-up position. The candidate next returns to the squat position and then to the erect position. One complete squat-thrust is counted each time the candidate returns to the starting position of the four-position exercise. The candidate is not allowed to stop and rest between squat-thrusts. If the candidate does not assume each of the four positions during one cycle of the four-count exercise, a foul is committed and the squat-thrust does not count. The time limit is one (1) minute. The candidates raw score is the total number of squat-thrusts successfully completed in the given time.
Station IV	Speed (90 yd. Dash) - Candidate runs three (3) laps around two markers. The raw score is the amount of time to the nearest half second.

<u>SCORING CHART</u>				
	AGILITY	STRENGTH	ENDURANCE	SPEED
	(sidestep)	(sit-up)	(squat thrust)	(90 yd. dash)
Candidate Raw Score:				
Achievement Level:				
10	27+	50+	44+	16.5 or less
9	25-26	45-49	39-43	17.0-18.5
8	22-24	41-44	35-38	10.0-20.0
7	21	36-40	32-34	20.5-21.5
6	20	32-35	30-31	22.0-23.0
5	18-19	28-31	27-29	23.5-24.0
4	17	23-27	24-26	24.5-25.0
3	15-16	20-22	21-23	25.5-26.5
2	13-14	15-19	18-20	27.0-28.0
1	10-12	11-14	14-17	28.5-29.5
0	0-9	0-10	0-13	30+
Candidate Level:				

The total fitness score is the sum of the achievement levels for the four components of the screening test.

TOTAL OF ALL FOUR CANDIDATE LEVELS	FITNESS LEVELS:	CANDIDATE FITNESS LEVEL	
			(minimum passing level is 4)
	32+	10	
	30-31	9	
	27-29	8	
	25-26	7	
	22-24	6	
	19-21	5	
	16-18	4	
	14-15	3	
	11-13	2	
	8-10	1	
	0-7	0	

PHYSICAL FITNESS RETEST POLICY: Candidates who do not pass the Physical Fitness Test may be provided with one (1) opportunity for a retest. The retest may be offered to candidates only after a minimum of thirty (30) days have passed from the date of the initial Physical Fitness Test. A second failure would result in immediate removal from the eligible list and the candidate will be ineligible for consideration for any future vacancies.

BACKGROUND INVESTIGATION: Applicants will be subjected to a pre-employment background investigation and a criminal record search TO BE CONDUCTED BY THE APPOINTING AUTHORITY. Prior to any hiring, each candidate will be fingerprinted and be required to submit a \$75.00 fee determined by the New York State Division of Criminal Justice Services to conduct a criminal record search. The fee is subject to change. The refusal of any candidate to submit the required fee shall, in itself, constitute a declination of a valid offer of appointment. Conviction of a felony **will** bar appointment. Conviction of a misdemeanor or other violation of law **may** bar appointment. A person adjudicated a youthful offender may be disqualified from appointment. Because of the nature of this position, successful candidates will undergo a thorough investigative screening to determine suitability for appointment as an Officer. *Failure to meet the standards set for the investigative screening may result in disqualification.*

MEDICAL AND PSYCHOLOGICAL SCREENING EXAMINATIONS: Candidates who achieve a passing score on the written test and the physical agility fitness test may be required by the appointing authority to participate in a medical exam, a visual acuity test and a psychological screening process. If a candidate fails the medical exam, visual acuity test or the psychological screening, he/she may be disqualified and permanently removed from the civil service eligible list for this title.

REMOVAL AND DISQUALIFICATION: Removals and disqualifications from the examination and/or the eligible list, or from appointment shall be in accordance with New York State Civil Service Law Section 50.4.

TRAINING REQUIREMENTS: Upon appointment, successful completion of a 12 week pre-service training program is required. All appointees must serve and satisfactorily complete a 52 week probationary period. During this time, job performance will be periodically reviewed and carefully evaluated. Failure to meet training and/or performance standards while on probation may result in termination of employment at any time.

Correction Officers are granted peace officer status under provisions of the New York State Criminal Procedure Law and are subject to the mandatory training requirements of same.

PLEASE READ THE FOLLOWING PAGE(S) FOR ADDITIONAL IMPORTANT INSTRUCTIONS

GENERAL INSTRUCTIONS TO APPLICANTS

Application Filing Fee Waiver for County Residents, County Employees and/or Military Veterans/Active-Duty Service Members

A maximum of two (2) application filing fees per calendar year will be waived for current legal residents of Albany County and/or current employees of Albany County government and/or a military veteran or an active-duty service member. Submission of a filing fee, even if you are eligible for a waiver, shall constitute relinquishment of the waiver and payment will be deposited. You may use any remaining waivers within the calendar year. If you have any questions regarding this policy, please email csinfo@albanycounty.com.

APPLICATION PROCESS/FORMS: Submit application and credit card payment online via the Civil Service Portal: <https://albany-portal.mycivilservice.com/>. If submitting a paper application, make check/money order payable to the Albany County Director of Finance. Include exam number on your check. Cash will be accepted if applying in person. If submitting a paper application, use form ACS-21, the Albany County Application for Examination and Employment. All forms and other information may be found on our website: www.albanycounty.com/civilservice. If you do not have access to a computer, you can request application forms or announcements by mail or by visiting our office at:

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The applicant should be certain that all required sections of the application are completed or disqualification may result. **Education and work experience should be documented on the application regardless if the candidate has elected to attach a résumé.** All statements made by candidates in their applications are subject to verification.

TRANSCRIPTS: If a college transcript is required per the announcement, copies of the original are acceptable and should be submitted with the application or as soon as possible after applying. See our transcript policy at: www.albanycounty.com/civilservice

EXPERIENCE RATING SCALE: Experience will be rated as follows: 1-10 hours worked per week = ¼ time; 11-20 hours worked per week = ½ time; 21-30 hours worked per week = ¾ time; 31-40 hours worked per week = full time. On a paper application, when entering average number of hours worked per week, enter a single number that is the closest approximation and **not** a range.

LAST FILING DATE: It is the applicant's responsibility to ensure that the application and appropriate filing fee are received by the Albany County Department of Civil Service or postmarked by the United States Postal Service on or before the last filing date of the examination.

VETERANS' CREDITS: For the purpose of claiming veterans' credits on a civil service examination, an applicant must have been honorably discharged or released under honorable circumstances after serving on active duty with the armed forces of the United States **during time of war.**

- Disabled and non-disabled veterans who establish eligibility for additional credits and are successful in the examination are entitled to have 10 and 5 points, respectively, (5 and 2.5 points in the case of promotional examinations) added to their earned scores, and provided they have not previously used such credits to obtain permanent appointment or promotion. Veterans may determine to waive the use of their credits at any time up to the time of permanent appointment or promotion.
- Veterans and disabled veterans who are eligible for additional credit must submit a copy of their separation papers (DD-214) within two (2) months of the last filing date for the examination. Veterans' credits can only be added to a passing score on the examination.
- A candidate currently in the armed forces may apply for and be conditionally granted veterans' credits in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. **No credit may be granted after the establishment of the list.** It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of the Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veterans' credits.
- If a veteran previously received five (non-disabled) points on an open-competitive examination and subsequently became certified as disabled, he or she would be entitled to receive another five (disabled) points on a subsequent examination whether an open-competitive or a promotion examination.
- If a veteran previously received two and one-half (non-disabled) points on a promotion examination and subsequently became certified as disabled, he or she would be entitled to receive another seven and one-half (disabled) points on a subsequent examination whether an open-competitive or a promotion examination.

ADDITIONAL CREDITS 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 (10) 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 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.

ALTERNATE TEST DATE POLICY: This policy and the required application can be found on our website: www.albanycounty.com/civilservice. The policy clearly states the specific circumstances whereby a candidate may be eligible for an alternate test date. The candidate will be contacted by email or phone to make arrangements. Be aware that alternate test dates are during our normal business hours.

SABBATH OBSERVERS/DISABLED CANDIDATES/MILITARY MEMBERS: Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and disabled candidates who require special accommodations to take the test should indicate the need for special arrangements when applying. Candidates who are called to military service after filing an application should contact Albany County Civil Service as soon as possible at csinfo@albanycounty.com or (518) 447-7770.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required. Eligible candidates may be required to pay a fingerprint-processing fee associated with this special requirement.

ELIGIBLE LISTS:

- For continuous recruitment exams, candidates will have their names placed on the eligible list for a maximum period of one year in the order of their exam score regardless of the date on which they took the exam. Rank on the list changes regularly depending on declinations, appointments and new names being added to the list.
- For all other types of exams, eligible lists are in effect for a minimum of one year up to a maximum of four years unless superseded by a new exam.
- Changing conditions may make it necessary to canvass future vacancies at higher or lower salaries than those originally announced.

CONTACT THIS OFFICE AT CSINFO@ALBANYCOUNTY.COM OR (518) 447-7770 WITH ANY QUESTIONS.

THE NEW YORK STATE HUMAN RIGHTS LAW (ARTICLE 15) PROHIBITS DISCRIMINATION IN EMPLOYMENT BECAUSE OF AGE, RACE, CREED, COLOR, NATIONAL ORIGIN, SEXUAL ORIENTATION, MILITARY STATUS, SEX, MARITAL STATUS OR DISABILITY.

AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER