

# 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](mailto:csinfo@albanycounty.com)

Issued: November 7, 2022

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

Exam # 60638

**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:** Application review will begin on **Wednesday, November 30, 2022**. Approved candidates will be sent a notice the week of **December 12, 2022** containing directions to a website address needed to complete a Training and Experience Questionnaire.

**LAST FILING DATE:** Application must be received by or postmarked by **Tuesday, November 29, 2022**.

**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.

**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.

**NOTE:** If you participated in the June 25, 2022 written test for Correction Officer, you can also participate in this examination. Both eligible lists will be used to fill positions as they become available.

### **SCOPE 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 and return it to the Albany County Department of Civil Service on or before **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 before 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 Sunday, January 15, 2023 will not receive a rating.

- ◆ 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](http://www.albanycounty.com/civilservice).
- ◆ **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 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](mailto: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](http://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:

**ALBANY COUNTY DEPARTMENT OF CIVIL SERVICE, 112 STATE STREET, ROOM 900, ALBANY, NY 12207**

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](http://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](http://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](mailto: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](mailto: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