

CAREER OPPORTUNITY



SARATOGA COUNTY DEPARTMENT OF HUMAN RESOURCES

ISSUED 4/21/25

PLEASE POST CONSPICUOUSLY

SARATOGA COUNTY DEPARTMENT OF HUMAN RESOURCES
ANNOUNCES

AN OPEN-COMPETITIVE EXAMINATION FOR

CORRECTION OFFICER (Continuous Recruitment) **Training & Experience ONLY**

EXAMINATION # 60035490

CORRECTION OFFICER, Saratoga County. The results of this eligible list will be used to fill vacancies as they occur under the jurisdiction of the Saratoga County Human Resources Department.

SALARY: \$56,083 Base Starting (\$63,746 1st Year Completion)

FILE DEADLINE: May 16, 2025 **QUESTIONNAIRE DEADLINE:** June 30, 2025

**** DATE OF BIRTH MUST BE INCLUDED ON THE APPLICATION ****

NOTICE: RELIGIOUS ACCOMMODATIONS-HANDICAPPED PERSONS: If special arrangements for testing are required, indicate this on your application form.

RESIDENTS: Candidates must have been legal residents of New York State for at least FOUR months immediately preceding the date of the test. Pursuant to subdivision 4a of Sec. 23 of the Civil Service Law, preference may be given to successful candidates who have been legal residents of the municipality to which the appointment is to be made for at least FOUR months preceding the date of the written test.

APPLICATION FEE: An examination fee of \$20.00 (Residents and Non-residents) is required for each separately numbered examination for which you apply. Electronic filing is the preferred method and required fee must accompany your online application. Manual submissions must include check or money order payable to: Saratoga County Treasurer's Office. **CASH WILL NOT BE ACCEPTED!** \$20 return check fee will be assessed. Application fee is non-refundable. You are urged to compare your qualifications carefully with the requirements for admission stated in the "Minimum Qualifications" section of the examination announcement, and file for only those examinations for which you are clearly qualified. Vague applications will not be favorably considered.

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency, or if you are an honorably discharged Military Veteran (DD214). **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. A copy of this document can be obtained from the Saratoga County Human Resources Office or on our website at www.saratogacountyny.gov.**

CONTINUOUS RECRUITMENT EXAM: This examination is being held on a continuous recruitment basis. This Training & Experience exam will be held periodically. Candidates who meet the qualifications and pass the exam will have their names placed on the eligible list in the order of final scores, regardless of the date on which they filed or took the test. The names of qualified candidates will remain on the eligible list for one (1) year. Any qualifying tests (pass/fail) will be scheduled as needed. This civil service agency or the Department of Civil Service reserve the right to terminate this special recruitment program.

This Training and Experience exam was 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 the preparation and scoring of examinations apply to this test. No review (computational, re-rating, or post-list) is available for this Training and Experience exam as the opportunity for retest exists.

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility on an assigned shift (may include evenings, weekends and holidays) 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. 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 exercise sound judgment when issues or problems occur. 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 activity and situations within the facility. Does related work as required.

MINIMUM QUALIFICATIONS: Graduation from High School or possession of an Equivalency Certificate (GED).

SPECIAL REQUIREMENT(S): Candidate must possess and maintain a valid New York State Driver's License appropriate for the type of vehicle to be operated. Candidates will be required to pass a physical agility exam.

NOTES:

1. By New York State Law, a Correction Officer is a peace officer and must be qualified to hold such office and must be a United States citizen at time of appointment. It is not necessary for admission to the examination.
2. Candidates must be at least 18 years of age on or before the examination date in order to be admitted to the written test.

BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS: Candidates are subject to a satisfactory completion of an inclusive background investigation. Applicants may be required to authorize access to educational, financial, employment, criminal history, mental health records or other records. Family, neighbors, associates and others may be interviewed. Derogatory information will be evaluated and may result in disqualification under Section 50(4) of the New York State Civil Service Law. 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, medical and psychological testing. Psychological screening will be done by the Sheriff's Department as part of the background investigation. Drug testing is included in the required medical exam.

SCOPE STATEMENT:

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 first complete an examination application by applying online through the careers link on the website (www.saratogacountyny.gov) on or before the last filing date of **May 16, 2025**

Approved candidates will be sent a notice containing directions to a website address needed to complete the required Training and Experience Questionnaire.

The Training and Experience Questionnaire will be available on **June 1, 2025**, and approved candidates will be required to complete and submit this questionnaire between **June 1, 2025** and midnight, **June 30, 2025**. Candidates will not be able to claim any credit for training or experience gained after the application filing deadline of **May 16, 2025**. All employment/training information provided on your application **must match** the information submitted on the questionnaire. Differing or missing information will delay your eligibility and may prevent you from being added to the list.

Candidates who fail to submit a questionnaire by midnight, **June 30, 2025**, will not receive any additional credit and will receive the lowest minimum rating of 70.

NOTE: Individuals can participate in Correction Officer examinations 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 exam program for municipal civil service agencies. Visit cs.ny.gov for more information on applying to State exams.

PHYSICAL AGILITY EXAMINATION: Candidates are required to meet physical fitness and medical standards. Candidates must first pass the T&E exam in order to be scheduled for the qualifying physical fitness test. All candidates are given two opportunities to pass the physical fitness test. Dates will be determined by the local Civil Service Office in conjunction with the Appointing Authority. Candidates who pass the qualifying physical fitness test and who are given a conditional offer of employment will be scheduled to take the required medical and psychological examination.

Correction Officer Physical Agility Standards Effective 1/1/2020

- 1. Sidestep.** Starting from a center line, the candidate sidesteps alternately, first left then right, across two (2) outside lines eight feet apart. The score is based on the number of lines crossed within ten (10) seconds.
- 2. Sit-up.** Candidate lays flat on the back, knees bent, heels flat on the floor, fingers interlaced behind the head. Candidate should touch elbows to knees and return with shoulder blades touching the floor. The score is the number of sit-ups completed successfully in one (1) minute.
- 3. 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 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-thrust. If the candidate does not assume each of the four positions during one cycle of the four-count exercise, the squat-thrust does not count. The score is the number of squat thrusts successfully completed in one (1) minute.
- 4. 90 yard Dash.** Candidate runs three (3) laps around two (2) markers. The score is the amount of time to the nearest half second.
- Once a component is started, it must be completed according to protocol. Candidates will be allowed up to three (3) minutes rest between events.

<u>SCORING CHART</u>	<u>SIDESTEP</u>	<u>SIT-UP</u>	<u>SQUAT THRUST</u>	<u>90 YARD DASH</u>
Achievement Level				<u>SPEED</u>
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	19.0-20.0
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+

The total fitness score is the sum of the achievement levels for the four components of the screening test. Minimum passing achievement level is 4.

<u>Candidate Levels:</u>	<u>Total of ALL Four (4) components:</u>	<u>Fitness Levels:</u>	<u>Candidate Fitness Level: (minimum passing level is 4)</u>
		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	

Copies of the physical fitness standards are available upon request from the Saratoga County Human Resources Department. Physical Agility testing is scheduled on an as needed basis.

RETEST FOR PHYSICAL AGILITY TEST: If a candidate fails the physical agility test, he/she will have one opportunity for retest. A candidate can be tested a total of two (2) times on the physical agility test before the candidate is removed from the Eligible List. The agility test will be scheduled at the discretion of the local Civil Service entity in conjunction with the Appointing Authority and is generally given on an as needed basis.

ELIGIBLE LIST: A candidate's eligibility begins when his/her name is placed on the eligible list and continues for one (1) year.

SECTION 243-b: Provides that any member of the armed forces of the United States who had duly filed an application to compete in a scheduled competitive examination, but was deprived of the opportunity to compete in a scheduled competitive examination due to active military duty be provided a special military makeup examination.

SECTION 85a OF THE CIVIL SERVICE LAW: 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.

NOTICE TO CANDIDATES: Use of calculators is **ALLOWED** for this exam. Devices with "Typewriter Keyboards," "Spell checkers," "Personal Digital Assistants," "Address Books," "Language Translators," "Dictionaries," or any similar devices are prohibited."

VETERAN CREDITS: Veterans or disabled veterans who are eligible for additional credit must submit a copy of their DD214 with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Veteran's credit can only be added to a passing score of the examination.

Beginning January 1, 1998, the NYS Constitution allows members of the US Armed Forces who are on active duty (other than for training purposes) the right to request extra War Time Veterans Credits on civil service examinations prior to discharge.

If you are currently on active duty, you may request the addition of veteran's credits to your examinations score. You must request the extra credits on your examination application in the space provided. If you pass the examination, the credits will be added automatically. To use the extra credits at the time of appointment you must have received an honorable discharge, be a US citizen, and be a resident of New York State. The extra credits can only be used for one NY local Government or New York State government permanent appointment. 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 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 veteran's credits.

SECTION 23.2: This entire examination is 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, which deal with the preparation and rating of examinations, will apply.

APPLICATIONS: You may apply online through the careers link on the website. Hard copy applications are available on our website: www.saratogacountyny.gov, by phoning 518-885-2225 or in our Office at Saratoga County Human Resources, 40 McMaster Street, Ballston Spa, NY 12020. *Further directions and/or admission for the examination will be mailed to approved candidates.*

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquiries to the Human Resources Office.

Saratoga County is an equal opportunity employer. We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.