

PROMOTIONAL CAREER OPPORTUNITY



SARATOGA COUNTY DEPARTMENT OF HUMAN RESOURCES

ANNOUNCES A PROMOTIONAL EXAMINATION FOR

Correction Sergeant

PLEASE POST CONSPICUOUSLY

Issued September 22, 2025

EXAMINATION: #70010990

Correction Sergeant- Saratoga County. The results of this exam will be used to fill vacancies as they occur in the Saratoga County Sheriff's Department Corrections Division and all agencies under the jurisdiction of the Saratoga County Human Resources Department, including Towns and Villages consistent with Civil Service Law.

SALARY: \$61,692 – \$85,959 (Based on current merit/step at time of appointment)

LAST DAY TO FILE APPLICATION: October 6, 2025 4:59 PM (Manual applications must be received in the Human Resources Office by close of business, or post marked by this date)

DATE OF THE EXAMINATION: November 15, 2025

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

MINIMUM QUALIFICATIONS: Candidates must be actively employed with the Saratoga County Sheriff's Office Correction Division on a permanent full-time basis *currently* serving as Correction Officer for at least three (3) years prior to the date of the exam.

Points will be added to an eligible score as follows: Seniority*.....0.2 for each year (served in the required title)

*Rating of seniority is based on the length of continuous competitive class service in the jurisdiction up to a maximum of 20 years.

SPECIAL REQUIREMENT: Candidate must possess, and maintain, a clear and valid New York State Driver's License appropriate for the type of vehicle to be operated.

APPLICATION FEE: An examination fee of \$20.00 (residents and non-residents) is required for each separately numbered examination for which you apply. The required fee must accompany your application. **Check or money order only. CASH WILL NOT BE ACCEPTED!** \$20 returned check fee. **Please make checks payable to the Saratoga County Treasurer's Office.** The \$20 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.

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. **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 Department as well as online at www.saratogacountyny.gov.**

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the booking of inmates and for insuring enforcement of rules and regulations governing security, conduct, discipline, safety and the general well-being of inmates and staff in a county correctional facility. Work procedures are well defined but incumbents must be alert to possibilities of emergency situations arising and exercise sound judgment when a problem occurs. This position differs from that of a Correction Officer by virtue of increased level of responsibility and supervisory responsibilities. Supervision is exercised over the work of an assigned group of Correction Officers. Direct supervision is received from a Lieutenant-Corrections with leeway allowed in making independent judgment in dealing with day to day situations in the facility. Does related work as required.

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

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.

COORDINATING APPROPRIATE RESPONSES TO EMERGENCIES, DISTURBANCES AND OTHER UNUSUAL SITUATIONS. These questions test for knowledge in such areas as: anticipating possible correctional emergency situations, responding to situations promptly and allocating staff where needed; notifying supervisors of situations when appropriate; acting within rules to alleviate problems as quickly as possible with minimum use of force; investigating the causes of incidents; submitting reports on incidents.

SUPERVISING INMATE CORRECTIONAL PROGRAMS, SERVICES, VISITATION AREAS AND CORRECTIONAL STAFF. These questions test for knowledge in such areas as: coordinating programs with civilian staff; ensuring that all employees relate well to visitors and guests and answer their questions in accordance with facility rules; organizing and supervising special programs involving outside groups (e.g., Alcoholics Anonymous, Narcotics Anonymous, etc.) and ensuring full cooperation from employees. The questions may also deal with such areas as: understanding new concepts and developments in the field of Corrections, and evaluating employees' capabilities and limitations on the job.

TEST GUIDE. A Guide for the Written Test for **First Line Correction Supervisors** 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.

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.**”

ELIGIBLE LIST: A candidate’s eligibility begins when his or her name is placed on the eligible list and continues for a minimum of one 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 with 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.

VETERAN CREDITS: For the purpose of claiming veteran credits on a Civil Service examination, an applicant must have served in the armed forces of the United States at any time during the following periods:

World War II—December 7, 1941 to and including December 31, 1946

Korean War—June 27, 1950 to and including January 31, 1955

Vietnam Conflict—February 28, 1961 until May 7, 1975

Lebanon – June 1, 1983 – December 1, 1987

Grenada – October 23, 1983 – November 21, 1983

Panama – December 20, 1989 – January 31, 1990

Persian Gulf – August 2, 1990 to the end of such hostilities (not yet determined)

- For hostilities in Lebanon, Grenada, and Panama, the individual **must** have received the Armed Forces, Navy, or Marine Corps expeditionary medal.
- 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 a civil service examination prior to discharge.

If you are currently on active duty, you may request the addition of veteran’s credits to your examination 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. According to Section 85 (4) (a) of the New York State Civil Service Law, extra credits may only be used once for an original appointment or promotion in the civil service of New York State or civil division thereof.

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 rating of examinations, will apply.

HOW TO APPLY: Via Link Provided Online

Qualified candidates may alternatively submit an application and resume, by mail or in person to the Personnel Officer – Civil Service Division, 40 McMaster Street, Ballston Spa, NY 12020. Resume may not be substituted for application. Fax submissions will not be accepted

Time and location of exam will be mailed to approved candidates 10-15 days prior to the date of the examination.

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.