



ONONDAGA COUNTY CIVIL SERVICE EXAMINATION ANNOUNCEMENT

DEPARTMENT OF PERSONNEL John H. Mulroy Civic Center 421 Montgomery St 13th Fl Syracuse NY 13202

(315) 435-3537

Web Site www.ongov.net

Published 4/11/2023

**Application
Deadline
05/02/2023**

**CORRECTION OFFICER /
DEPUTY SHERIFF (CUSTODY)**

Open Competitive Exam #66-571 use application form #P-200 (open to the public)

Office Hrs M-F
8 a.m. - 4:00 p.m.

**Training and
Experience
Examination**

**ALL APPLICATIONS MUST BE FILED WITH THE ONONDAGA COUNTY PERSONNEL DEPARTMENT
AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER**

\$25.00 Non-Refundable Application Fee You are, therefore, urged to carefully compare your qualifications with the requirements for admission and file only for those examinations for which you are clearly qualified. Payable by check or money order to "Chief Fiscal Officer", or by VISA, MC or Discover. Cash will be accepted only if paying in person.

SALARY AND VACANCIES: Changing conditions may make it necessary to certify for vacancies at higher or lower salaries than those announced.

This title exists in the Onondaga County Sheriff's Office:

Corrections Division: \$55,480 - \$61,368

Custody Division: \$53,195 - \$72,752

The resulting open competitive eligible list will be used to fill vacancies in any jurisdiction where the title exists.

DUTIES:

Correction Officer: This class is responsible for the custody, treatment, and training of inmates confined to a correctional facility. Does related work as required.

The following website provides further information regarding employment with the Onondaga County Sheriff's Office: <https://sheriff.ongov.net/career-opportunities/>

Deputy Sheriff (Custody): The work involves responsibility for supervising and interacting with inmates held in the Onondaga County Justice Center or other facilities as determined by the Sheriff, as well as enforcing rules, regulations and laws within the facility. Does related work as required.

RESIDENCE REQUIREMENTS:

Residence At Time of Application:

Candidates must have resided in the United States of America or one of its territories for not less than one (1) month immediately preceding the date of exam.

Residence At Time of Appointment:

Correction Officer - Candidates must be residents of Onondaga County.

Deputy Sheriff (Custody) - Candidates must be residents of Onondaga County or one of its contiguous counties (Cayuga, Cortland, Madison, Oswego) at time of appointment. Preference in appointment may be given to local residents of the appointing authority.

MINIMUM QUALIFICATIONS: On the date of examination, candidates must meet the following requirements:

Age: Candidates must not be less than twenty-one (21) years of age.

Citizenship: Candidates must be citizens of the United States.

Education: Candidates must be high school graduates or holders of a high school equivalency diploma issued by an education department of any of the states of the United States or holders of a comparable diploma issued by any territory, commonwealth, or possession of the United States or by the Canal Zone or holders of a report from the United States Armed Forces certifying successful completion of the tests related to general education development, high school level at time of appointment.

Driver's License: Candidates must possess a valid New York State Driver's license.

NOTE: Conviction of a felony or of any offense in any other jurisdiction, which if committed in this State would constitute a felony, will bar appointment. Conviction of a misdemeanor or of any offense in any other jurisdiction, which if committed in this state would constitute a misdemeanor, may bar appointment.

SPECIAL NECESSARY REQUIREMENT: Successful completion of the New York State Division of Criminal Justice Services (DCJS) basic training prior to completion of the probationary period.

SUBJECT OF EXAMINATION: **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, and the examination period closes at midnight on June 30, 2023.

First Step - Complete an examination application and return it to the Onondaga County Department of Personnel at the address noted above on or before the last filing date of **May 2, 2023**.

Second Step - Approved candidates will be sent a notice containing directions to a website address needed to complete a Training and Experience Questionnaire.

Third Step – Complete the online Training and Experience Questionnaire between **June 1, 2023, and June 30, 2023**. The answers you provide in the questionnaire will be used to rate and score your test against the general requirements of the position(s). Your score will be based on training and experience gained before the application filing deadline of **May 2, 2023**. The questionnaire will close on midnight, **June 30, 2023**.

Note: If you are participating in the June 24, 2023, written multiple-choice test for Correction Officer with another civil service agency, you can also participate in this examination.

Information for applicants who are taking multiple examinations for Correction Officer, also known as Cross-filers:

- Individuals can participate in multiple examinations to maximize their opportunity for appointment.
- Individuals can cross-file between two agencies that are participating in the T&E format examination or between two agencies that are participating in the multiple-choice format examination.
- Individuals can also apply and take multiple-choice examinations being held on June 24, 2023, and training and experience format examinations for Correction Officer being offered online; however, due to the different testing formats, individuals must take both examinations and cannot apply the score of one examination format to the other.

Taking the online T&E examination and personal NY.GOV ID Accounts:

Approved applicants will need to access the T&E on the Department of Civil Service website. Each applicant will need a personal NY.GOV ID to participate in the examination. Applicants may already have a personal NY.GOV ID account if they have used online services for other agencies, such as the Department of Motor Vehicles. They should use the same personal NY.GOV ID for civil service examination purposes. Applicants should **not** create a new personal NY.GOV ID. More information about personal NY.GOV ID's is available at: <https://www.cs.ny.gov/home/myaccount/>. There is a helpful video for applicants at this link. Applicants that require technical assistance with their personal NY.GOV ID can contact New York State Office of Information Technology (ITS) Service Desk directly at 844-891-1786 or at fixit@its.ny.gov.

Helpful Tips for Completing the Questionnaire

We recommend that you review the questionnaire in its entirety and collect all the information you will need to complete the questionnaire (e.g., documents related to your education, licenses, certifications, etc.). Then, set aside a block of time that is free of interruptions while you work on the questionnaire. Answer all questions that apply to your education, certification and work experience as completely and accurately as possible. Save the information that you enter on each page by clicking on the "Save" button, which is located at the end of each section. Review and print all saved information before you submit your completed questionnaire.

Shared Questionnaires

Multiple examination(s) may use the same questionnaire. A list of the examination(s) used for each are noted under the questionnaires. If you have applied for multiple examinations that utilize the same questionnaire, your submission will apply to all examinations you have applied to. If you subsequently wish to apply for additional examination(s) that use this questionnaire, you will be required to submit a separate questionnaire. This will not change your previous submission for the previous examinations.

Shared Questions

If you have filled out any questionnaires in the past, you may see saved responses pre-populated where appropriate. This feature is provided as a convenience to candidates. It is your responsibility to make sure all your responses are accurate before you submit each questionnaire, including any pre-populated responses. You can change, delete or modify the information on the questionnaire before you submit it for a new examination; however, this will not change your previous submission. Each examination is scored based on your submission for that examination number.

Completed Questionnaires

Before you submit your questionnaire(s), you will be prompted to review your entries. We recommend you print a copy of your responses to keep for your own records because this will enable you to check the information before you make your final submission. When you submit your questionnaire(s), you will receive a confirmation stating that your questionnaire has been successfully submitted.

Frequently Asked Questions:

For questions and answers about completing the online questionnaire, please visit the frequently asked questions page on our website at <https://www.cs.ny.gov/testing/faqs.cfm>.

APPLICATION INSTRUCTIONS: Applications may be obtained in person from the Onondaga County Department of Personnel, by mail (include a self-addressed, stamped envelope) or downloaded at www.ongov.net/employment/document_center.

ADDITIONAL CREDIT TO CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:

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, please inform this office of this matter when you submit your application for examination.

VETERAN CREDITS: War veterans applying for additional credit must submit a copy of their DD-214 (discharge papers) with their application for examination or by one month following the date of examination. Veteran's Credit Instructions and Application Forms are available in person from the Onondaga County Department of Personnel or downloaded at www.ongov.net/employment/document_center.

APPLICATION DEADLINE POLICY: All applications along with application fees or proofs of waiver must be submitted to the Onondaga County Department of Personnel before the close of business at **4:00 p.m. on the application deadline date** as listed on the Examination announcement. Applications received via U.S. Mail will be accepted only if postmarked on or before the Application Deadline. Applications that are received through inter-office mail after the Application Deadline or that are submitted to any other department, office or agency and are not received in the Department of Personnel by the Application Deadline will not be accepted.

MILITARY APPLICANTS: In accordance with Section 243 of Military Law, military personnel serving on active duty in the armed forces of the United States during the filing period may be permitted to file an application for the

examination after the application deadline date, but prior to the scheduled date of the examination. Contact the Onondaga County Personnel Department at (315)435-3537 for further information.

EXAM INFORMATION:

EXAM NOTICE: Candidates found eligible will be notified when and where to appear for examination. If you have not received notice of the examination location three (3) days prior to the examination, contact the Examination Unit at 435-3537. If an application is disapproved, due notice will be sent. Reasons for disapproval may be discussed with the reviewer.

FOR EMERGENCY CANCELLATION OF EXAMINATIONS TUNE TO: WIXT NEWS CHANNEL 9, WTVH NEWS CHANNEL 5, NEWS 10 NOW or any Clear Channel Radio Station.

SPECIAL ACCOMMODATIONS: If you desire accommodation at the exam site due to disability, please indicate the disability and desired conditions necessary to accommodate your disability on the application or on a separate paper attached firmly to your application. Candidates requesting an accommodation are required to furnish documentation of the disabling condition prior to the examination date. The accommodation required must be stated on the application for examination and the documentation must be forwarded at least 2 weeks prior to the exam date.

RELIGIOUS ACCOMMODATION: Applicants whose religious beliefs prevent them from taking examinations on the scheduled date should indicate the need for special arrangements on their application.

EXAM RATING: When the written 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 provision of the New York State Civil Service Rules and Regulations will apply.

ELIGIBLE LIST: Eligible lists are established, on average, within three months after the examination date. In accordance with the New York State Civil Service Law, an eligible list must remain in existence for one year from the date of its establishment. When the eligible list is established you will be able to view the current eligible list and your status on-line by going to our website at **Civil Service Exam Test Results** www.ongov.net/employment/ranking.

CANDIDATE FITNESS: Inquires may be made as to character and ability of all candidates. All statements made by candidates are subject to verification. Falsification of any part of the "Application for Employment" may result in disqualification and possible legal action.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center.

Onondaga County Cross Filer Notification Forms are available in our office or online at www.ongov.net/Employment/document_center. Send completed form to Onondaga County Dept. of Personnel, 421 Montgomery St 13th Fl, Syracuse NY 13202 OR FAX 315-435-8272 OR call 315-435-3537.

CHANGE OF ADDRESS: It is the responsibility of the candidate to notify the Onondaga County Personnel Department in writing of any change in address. Address change forms are available in the Personnel Department during normal office hours or online at www.ongov.net/employment/document_center

MILITARY MAKE-UP EXAMINATION: Any member of the armed forces of the United States who has filed an application to compete in a scheduled competitive examination but is deprived of the opportunity to compete in the examination due to ACTIVE MILITARY DUTY can be provided with a special military make-up examination upon written request to the Onondaga County Personnel Department. The applicant must submit a copy of military orders, DD214, or other official military document that substantiates active military service at the time of the examination. Request must be no later than sixty (60) days after release from active duty.

IN ACCORDANCE WITH THE CHILD ABUSE PREVENTION ACT OF 1985, candidates for appointment to Onondaga County government positions which involve regular and substantial contact with children will be required to

complete a State Central Register of Child Abuse and Maltreatment clearance form. Failure to complete this form may result in decertification of your name from this eligible list for appointments in Onondaga County.

PRE-EMPLOYMENT DRUG TESTING / BACKGROUND INVESTIGATION: May be required for appointment or promotion.

Onondaga County is an Affirmative Action/Equal Opportunity Employer