ONONDAGA COUNTY CIVIL SERVICE EXAMINATION ANNOUNCEMENT
DEPARTMENT OF PERSONNEL
JOHN H. MULROY CIVIC CENTER
421 MONTGOMERY ST. 11TH FL. SYRACUSE, NY 13202
(315) 435-3537 – WEBSITE: WWW.ONONDAGA.GOV

Carl Hummel
Commissioner

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09/04/2026

Application Deadline 09/22/2026

CORRECTION SERGEANT

Promotional Exam #70027380
Click here to apply or see application instructions below.

Office Hours
M-F
8 A.M. – 4 P.M.

Exam Date 11/07/2026

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

THE EXAMINATION FEES FOR THIS SPECIFIC HOLDING OF CORRECTION SERGEANT HAVE BEEN WAIVED.

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

THE TITLE CURRENTLY EXISTS IN THE FOLLOWING JURISDICTIONS:
Onondaga County Sheriff's Department - $73,624 – $81,505

The resulting promotional eligible list will be certified to fill vacancies only in the agency in which candidates are employed on the date of examination. **To qualify as a promotion candidate, the agency in which you are employed must be listed above.**

DUTIES:
This class serves as a supervisor of a given area of a correctional facility. Incumbent may be required to assume the responsibilities of the Correction Lieutenant in said individual's absence. Work in this class is generally performed on a management level under the supervision of the Correction Lieutenant or Correction Captain. This position requires a significant amount of interaction with the Correction Lieutenant or Correction Captain peers and subordinates. This position exercises direct supervision over assigned subordinate personnel. Does related work as required.

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

Promotion:
Two (2) years of permanent competitive class status as a Senior Correction Officer; or four (4) years of permanent competitive class status as a Correction Officer.

***Note:** Per Civil Service Law Section 52.10(a), which became effective September 4, 2024, time served provisionally immediately preceding permanent appointment shall count towards meeting the time in title and the employee shall be eligible to take the promotion examination.

SUBJECT OF EXAMINATION: There will be a written test, which you must pass in order to be considered for appointment. The written test will be designed to test for 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 for 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 Incarcerated Individual 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.

CALCULATORS:
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. You may not bring books or other reference materials. You may not bring cellular phones, beepers, pagers, or headphones.

APPLICATION INSTRUCTIONS: Applications must be submitted **electronically** and can be accessed at: https://www.governmentjobs.com/careers/ongov/promotionaljobs

EVALUATION OF FOREIGN POST-SECONDARY EDUCATION: If your degree and/or college credit was awarded by an educational institution outside of the United States or its territories, you must provide independent verification of equivalency. A list of acceptable companies providing this service may be obtained in person from the Onondaga County Department of Personnel or downloaded at https://onondaga.gov/employment/document-center/. You will be responsible for the required evaluation fee.

VETERAN CREDITS: Veterans applying for additional credit must submit a copy of their DD-214 Member-4 (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 https://onondaga.gov/employment/document-center/.

APPLICATION DEADLINE POLICY: All electronic applications along with application fees or proofs of waiver (if applicable) must be submitted to the Onondaga County Department of Personnel before 11:59 p.m. on the application deadline date as listed on the examination announcement.

All physical applications along with application fees or proofs of waiver (if applicable) must be submitted to the Onondaga County Department of Personnel before 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 https://onondaga.gov/employment/exam-results/.**

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 https://onondaga.gov/employment/document-center/. Send completed form to Onondaga County Dept. of Personnel, 421 Montgomery St 11th 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 https://onondaga.gov/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, DD-214, 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.

SENIORITY RATING: Seniority points will be added on promotional exam scores to all passing candidates. Seniority rating is based on the length of continuous classified service in the jurisdiction in which you are employed as follows:

Less than 1 year = 0 points

1 year, up to 6 years = 1 point

Over 6 years, up to 11 years = 2 points

Over 11 years, up to 16 years = 3 points

Over 16 years, up to 21 years = 4 points

Over 21 years = 5 points

Seniority points will be calculated at the time of examination.

The promotional examination will be BAND SCORED. When a promotion examination is band scored, seniority credits are added to the raw score and not to the final score. Using this formula, the applicable seniority credits are added to the number of questions answered correctly (raw score) of passing candidates. This will result in a "total raw score," from which the final band score is determined.

Onondaga County is an Affirmative Action/Equal Opportunity Employer