



CORRECTION OFFICER
EXAM #63-972 (OC)
ONEIDA COUNTY ANNOUNCES
EXAMINATION OPEN TO THE PUBLIC

NOVEMBER 29, 2022
APPLICATION DEADLINE DATE

DECEMBER 15, 2022 - JANUARY 15, 2023
EXAM QUESTIONNAIRE SUBMISSION PERIOD

APPLICATIONS MUST BE RECEIVED BY 4:30 PM ON THE APPLICATION DEADLINE DATE
A NON-REFUNDABLE AND NON-TRANSFERABLE PROCESSING FEE
MUST ACCOMPANY EACH APPLICATION
\$15.00 MONEY ORDER ONLY -- PAYABLE TO ONEIDA COUNTY

<u>STARTING SALARY/RANGE:</u>	\$44,030	Oneida County Government
	\$48,922	Upon successful completion of basic corrections training or after successfully completing six (6) months of employment in the bargaining unit.

VACANCIES: There are currently seventy-five (75) vacancies in the Oneida County Office of the Sheriff, Oneida County, NY. The eligible list, established as a result of this examination, will be used to fill any appropriate vacancies which may occur in these titles under the jurisdiction of the Oneida County Commissioner of Personnel.

RESIDENCE REQUIREMENT: Must be a legal resident of Oneida County, Herkimer County, Lewis County, Madison County, Oswego County or Otsego County for at least one (1) month immediately preceding the date of appointment and must maintain residency throughout appointment.

When preference in certification is given to residents of a municipality pursuant to subdivision 4-a of Section 23 of the Civil Service Law, an eligible must have been a resident of such municipality for at least one month prior to the date of certification in order to be included in a certification as a resident of such municipality and must be a resident of such municipality at the time of appointment.

MINIMUM QUALIFICATIONS: Candidates must meet minimum qualifications at time of application.

Graduation from high school or possession of high school equivalency diploma.

SPECIAL REQUIREMENTS:

1. Possession of a valid New York State driver's license at time of appointment. License must remain valid throughout appointment.
2. Candidates must be United States citizens at time of appointment.
3. Candidates are not eligible for appointment until they reach their **eighteenth** birthday.

NOTES:

1. Further information may be requested from candidates to verify academic qualifications.
2. To be considered for appointment, candidates must meet the medical requirements established by Oneida County Commissioner of Personnel.
3. No person may be appointed to the County Correctional Facility who has been convicted of a felony or of any offense in any other jurisdiction, which if committed in New York State, would constitute a felony. A person may also be barred from appointment if he/she has been convicted of a misdemeanor or any offense in any other jurisdiction, which if committed in New York State, would constitute a misdemeanor if the Commissioner of Personnel determines that the employment of such person is not in the best interest of the Sheriff's Office.

DUTIES: This position exists in the Oneida County Sheriff's Office (Criminal Division) and involves responsibility on an assigned shift for the enforcement of rules and regulations governing security, conduct, discipline, safety, and general well-being of inmates of the County correction facility. The incumbent performs related work as required.

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SUBJECTS 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 test.

Candidates must first complete an examination and return it to the **Oneida County Department of Personnel** on or before the last filing date of **November 29, 2022**. Applications can also be completed and submitted online at <https://oneida-portal.mycivilservice.com/>

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 midnight, January 15, 2023.

NOTE: Candidates will not be able to claim credit any credit for training and experience gained after the application filing deadline of **November 29, 2022**.

Candidates who fail to submit a questionnaire by **midnight, January 15, 2023**, will not receive a rating.

**INSTRUCTIONS FOR APPLYING FOR MULTIPLE CIVIL SERVICE EXAMS
SCHEDULED ON THE SAME DATE**

If you have applied for other civil service exams in another jurisdiction (state, county, city) scheduled on the same date, **YOU** must make arrangements to take all the exams at one test site. Submit a completed **CROSS-FILER NOTIFICATION** form to our office at time of application. If you have applied for a State exam, **YOU MUST** take all exam titles at the state exam site. You will be advised on your admission letter when and where to report for your examinations. If you have any questions, please contact the Oneida County Department of Personnel at **315-798-5726**.and where to report for your examinations. If you have any questions, please contact the Oneida County Department of Personnel at **315-798-5726**.

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GENERAL INFORMATION

EMERGENCY CANCELLATION OF EXAMINATIONS: Tune to – Spectrum News; WUTR; WKTV; Radio Stations 96.1, 96.9, 97.9. Check website for more listings: www.ocgov.net/oneida/personnel/csexam.

1. **APPLICATIONS:** Candidate must complete a separate Oneida County Application for Civil Service Examination or Employment for each examination or position. NO E-MAILED OR FAXED APPLICATIONS WILL BE ACCEPTED. Applicants must answer every question on the application and make sure that the application is complete in all respects. INCOMPLETE APPLICATIONS WILL BE DISAPPROVED. All applications shall be filed with the Oneida County Department of Personnel. Applications received after the last filing date will be rejected.
2. **ADDRESS CHANGE:** Failure to notify this office of a change of address may result in disqualification for examination or certification for appointment following examination. No attempt will be made to locate candidates who have moved.
3. **RELIGIOUS ACCOMMODATIONS/MILITARY/DISABILITY:** Please indicate on your application if special exam arrangements for testing are needed. See instruction F on application.
4. **ALTERNATE TEST DATES:** See Alternate Test Date Policy. This policy is available on our website.
5. **VETERANS:** See instruction G on application.
6. **ADMISSION NOTICE:** Applications are reviewed for qualifying status. If your exam application is disapproved, you will be notified of the reason and given an opportunity to amend your application. All amendments to applications are due by the amendment due date listed on your disapproval letter. IF YOU DO NOT RECEIVE AN ADMISSION LETTER THREE (3) DAYS BEFORE THE EXAM DATE, CALL: (315) 798-5726. Collect calls will not be accepted.
7. **ELIGIBLE LISTS:** Appointments from an eligible list must be made from the top three candidates willing to accept appointment. The duration of an eligible list may be fixed for a minimum period of one (1) year and a maximum period of four (4) years. Changing conditions may make it advisable to certify to future vacancies at higher or lower salaries than those announced.
8. **FOREIGN EDUCATION:** High school from other than U.S. schools may be verified by a transcript and against college-entry requirements in the corresponding country. Applicable documentation must be submitted. If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies providing this service may be obtained in person from the Oneida County Department of Personnel, by mail (include a self-addressed, stamped envelope) OR on the New York State Department of Civil Service web site: www.cs.ny.gov/jobseeker/degrees.cfm. You will be responsible for the required evaluation fee.
9. Federal and State Law prohibit discrimination because of age, race, creed, color, national origin, gender, sexual orientation, disability, marital status or genetic predisposition or carrier status.
10. This examination is being 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 rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service, will apply to this examination.
11. **ADDITIONAL CREDIT:** 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.
12. **BACKGROUND INVESTIGATION:** Applicants may be required to undergo a state and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.
13. **APPLICATION FEE WAIVER:** A waiver of the application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of the application fee will be allowed if you are determined eligible for Medicaid, receiving Supplemental Security Income payment, receiving 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. The form is available on our website as well as Oneida County Department of Personnel, 800 Park Avenue 6th Floor, Utica, NY 13501. You may also call (315) 798-5726 or write to the Oneida County Department of Personnel to request a copy.**
14. **EXAMINATION ATTENDANCE POLICY:** Failure to appear for two (2) consecutive examinations administered by Oneida County Civil Service within an 18 month period will result in disqualification from future examination for a two year period, per Oneida County Civil Service Rule IX.

ONEIDA COUNTY EXAM ANNOUNCEMENTS CAN BE ACCESSED ON OUR WEBSITE: www.ocgov.net.

**** ONEIDA COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER ****