



CARL HUMMEL
COMMISSIONER

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.ONGOV.NET

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

Open Competitive Exam #60007610
Use application form #P-200 (open to the public)

Office Hours
M-F
8 a.m. – 4 p.m.

Training and
Experience
Examination

Published
09/06/2024
Amended
09/13/2024
Application Deadline
09/24/2024

**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.

THE TITLE CURRENTLY EXISTS IN THE FOLLOWING JURISDICTIONS:

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. Direct supervision is received from a superior who makes assignments and reviews work through personal observation. 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. Under the direct supervision of a Deputy Sheriff Sergeant (Custody), an employee in this class supervises inmates, maintains security, investigates incidents and performs other assigned duties at the Onondaga County Justice Center, a maximum security holding facility that houses recently arrested, pre-trial, federal, parole and state sentenced and county sentenced inmates awaiting transfer to other correctional facilities. 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.

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.

Citizenship: Candidates must be citizens of the United States.

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 Division of Criminal Justice Services basic training prior to the 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. 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 complete an examination application and return it to the Onondaga County Department of Personnel by the last filing deadline of September 24th, 2024.

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 (T&E) Questionnaire will be available on **November 1st through November 30th, 2024** and approved **candidates will be required to complete and submit this questionnaire between November 1st and midnight November 30th**. Candidates will not be able to claim any credit for training or experience to be gained after the application filing deadline of September 24th, 2024.

Candidates who fail to submit their questionnaire by November 30th, 2024 at midnight will receive a score 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.

TAKING THE ONLINE T&E EXAMINATION AND PERSONAL NY.GOV ID ACCOUNTS

Approved applicants will need to access the T&E examination 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.

Don't have an NY.gov account?

Create Account ➔

Sign in to your existing NY.gov account

Sign In

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: 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. 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.

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.

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