

BROOME COUNTY DEPARTMENT OF PERSONNEL  
THIRD FLOOR, COUNTY OFFICE BUILDING, GOVERNMENTAL PLAZA  
60 HAWLEY STREET, PO BOX 1766  
BINGHAMTON, NEW YORK 13902  
AN EQUAL OPPORTUNITY EMPLOYER

## TRAINING & EXPERIENCE UNIFORMED OPEN COMPETITIVE EXAMINATION

### CORRECTION OFFICER Exam # 88-383

**LAST DATE TO FILE APPLICATION WITH PROCESSING FEE OR WAIVER\*: June 14, 2024**

#### **\*EVALUATION OF TRAINING AND EXPERIENCE ONLY\***

**\*Processing Fee:** Thirty Dollar (**\$30.00**) non-refundable payment is required for each separately numbered examination for which you apply. The required processing fee must accompany your examination application. **Credit cards, checks, or money orders payable to the Broome County Office of Management and Budget will be accepted.** Please be sure to include applicant's name and examination number on your check or money order. A check returned for insufficient funds may disqualify your application and result in further action and/or service charges.

**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. Fee waiver forms are available at the Broome County Department of Personnel, the Department of Social Services or on line at [www.gobroomecounty.com](http://www.gobroomecounty.com).**

**If your application is disapproved, the fee WILL NOT be refunded.** Compare your qualifications carefully with the requirements specified on this announcement and file only for those examinations for which you are clearly qualified. Be specific when completing the application; include all pertinent information including credit hours if applicable. Work experience must be paid unless otherwise specified. Part-time experience will be prorated.

**\*Only applications which are post-marked on or before the last date to file will be accepted.**

**ALL INTERDEPARTMENTAL MAIL MUST BE RECEIVED BY THE CLOSE OF BUSINESS ON THE LAST DATE TO FILE.**

**Military Service Members: If you apply for an examination during the filing period but are on active military duty on the date the examination is scheduled, you may request a military makeup examination. IF YOU ARE ON ACTIVE DUTY, OR DISCHARGED AFTER THE FILING PERIOD HAS ENDED, CONTACT BROOME COUNTY DEPARTMENT OF PERSONNEL AT (607) 778-2222 or (607) 778-2275 FOR MORE INFORMATION.**

**Military Law provides special rights for members of the armed forces whose military service conflicts with scheduled civil service testing.** Section 243-b (2) of Military Law states that "any member of the organized militia or reserves, who, because of active military duty other than for training purposes, missed the application filing period for an examination and as a result is deprived of the opportunity to compete in an examination, shall be given a special military make-up exam". Please contact the Department of Personnel for more information.

**Admission notices will be mailed to all approved candidates approximately 8 days before the examination. If you do not receive your notice by the Tuesday before the examination, please call 778-2222.**

**IT IS THE RESPONSIBILITY OF THE CANDIDATE TO NOTIFY THE BROOME COUNTY DEPARTMENT OF PERSONNEL OF ANY CHANGE IN NAME OR ADDRESS. NO ATTEMPT WILL BE MADE TO LOCATE CANDIDATES WHO HAVE MOVED. THE CANDIDATE CHANGE OF INFORMATION FORM IS AVAILABLE AT [WWW.GOBROOMECOUNTY.COM/PERSONNEL/FORMS](http://WWW.GOBROOMECOUNTY.COM/PERSONNEL/FORMS).**

**Applying for civil service examinations in multiple jurisdictions when examinations are scheduled on same date:**

If you have **applied** for both a Broome County examination and an examination for another jurisdiction, both of which are scheduled for the same date, you must submit a Broome County Cross-filing Form indicating the site at which you intend to take your examination. The cross-filing form is available in our Department or online at <http://gobroomecounty.com/files/personnel/pdfs/Crossfiling.pdf> and should be submitted at least two weeks prior to the examinations. Failure to submit the Cross-filing form in a timely manner may result in our not being able to accommodate your request to sit at your choice of exam sites. When taking both a State and Broome County examination, you will be required to take all your examinations at a State examination center. You will be advised by the State when and where to report for your examinations.

**MINIMUM SALARY**  
\$45,932 Annual

**VACANCIES\*\***  
Anticipated

**LOCATION OF WORK**  
Broome County Office of the Sheriff

**Eligible list:** The eligible list established as a result of this examination will be used to fill vacancies, as they occur, in all Broome County departments, towns, villages, school districts, and special districts under the jurisdiction of the Broome County Personnel Officer.

**\*\*Vacancies –** Positions may be filled temporarily at this time; however, the resulting eligible list must be used to permanently fill the position.

**Residency:** There are no residency requirements for this examination. However, preference in appointment may be given to successful candidates who, at the time of examination, are legal residents of the locality in which appointment is to be made. For appointment within Broome County departments, preference **will** be given to candidates who are residents of Broome County, OR an adjoining county (TIOGA, CORTLAND, DELAWARE AND CHENANGO) at the time of examination except as stated in Resolution 21-253.

**DUTIES:** The work involves responsibility on an assigned shift for the enforcement of the rules, regulations and laws governing the custody, security, conduct, discipline, safety and general well being of inmates in a county correctional facility. The duties involve constant inmate contact and supervision in a residential, work, learning or recreational environment. Work procedures are well defined but incumbents must be alert to the possibility of emergency situations arising and exercise sound judgement when problems occur. The work is performed under the general supervision of a higher level correctional supervisor with discretion allowed for the exercise of independent judgement, if consistent with work procedures, in dealing with day to day situations in the facility. Performs related work as required.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma (GED).

SPECIAL REQUIREMENT: Candidates must be at least 18 years of age on or before the date of hire.

**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 11:59 pm on July 31, 2024.

Approved candidates will be sent a notice containing directions to a website address needed to complete a Training & Experience Questionnaire. The Training & Experience Questionnaire will be available on July 1, 2024, and approved candidates will be required to complete and submit this questionnaire between July 1, 2024, and July 31, 2024. Candidates who fail to submit a questionnaire by 11:59 pm on July 31, 2024, will not receive a rating.

**NOTE:** If you are taking the Correction Officer with other agencies, you will need to apply and complete the questionnaire for each agency. You will need to complete a cross-filing form and submit it with your exam application.

**SPECIAL REQUIREMENTS:**

**CITIZENSHIP:** United States citizenship is required at time of appointment. It is not necessary for admission to the examination.

**DRIVER'S LICENSE:** Candidates must possess a valid New York State Operator's license at the time of appointment.

**RESIDENCY:** Incumbents in this position are required by the County Legislature to reside within the County of Broome, OR an adjoining county (TIOGA, CORTLAND, DELAWARE OR CHENANGO) at all times during their employment in the title.

**BACKGROUND INVESTIGATION AND ADDITIONAL SCREENINGS:** Each candidate may be subject to a thorough background investigation. Applicants will be required to authorize access to educational, financial, employment, criminal history, mental health records or other records. Conviction of a felony will bar appointment. Conviction of a misdemeanor or other offense are subject to evaluation and may bar appointment. At the discretion of the employing law enforcement agency, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to, fingerprinting, psychological testing and polygraph. Drug testing is included in the required medical examination. Applicant will be required to submit the necessary fees for the fingerprint processing.

**Anticipated eligibility:** If you expect to complete the educational requirement by June 30, 2024, you can be admitted to this examination. If successful on the examination, you will not be certified for appointment until you have submitted proof of completion of the requirements to the Broome County Department of Personnel. Proof must be submitted by August 30, 2024; failure to do so will result in removal of your name from the eligible list. You must meet the experience requirement, if any, before the examination date.

**PHYSICAL AND MEDICAL EXAMINATION:** Candidates must meet the physical fitness screening and medical standards prescribed by the Municipal Police Training Council (MPTC) and physical fitness screening. At this time, the medical standards include, but are not limited to vision better than or equal to 20/30 in each eye. If a candidate must use corrective lenses (glasses or contacts) in order to satisfy the 20/30 vision standard, then such candidate's uncorrected vision should be no worse than 20/100 in each eye. All candidates must have acceptable color perception, and acceptable hearing acuity. Candidates who pass the written test will be required to pass the qualifying physical agility test. Detailed physical and medical requirements are available at <http://www.criminaljustice.ny.gov/ops/docs/registry/policeapptsmed.pdf>

Finally, a psychological test may be required. Failure on any qualifying test will bar candidates from appointment. We reserve the right to schedule these examinations for only as many candidates necessary for vacancies as they may occur during the life of the eligible list.

**Candidates will be mailed notification of the date and time of their scheduled physical fitness screening. These dates may be modified to accommodate an unanticipated number of candidates.**

The following is a brief description of the physical fitness screening:

1. **Five Minute Step Test:** The candidate will lift one foot at a time while stepping on and off a 12-inch bench/step. The candidate must maintain consistent movement on and off the bench/step for the entire duration of the five (5) minute testing period.
2. **Body Transport Test:** The candidate will lift and pull a 140 pound dummy a distance of thirty (30) feet.
3. **Door Operation and Stair Climb Test:** The candidate must properly operate (lock/unlock) a standard use security door, using the assigned key. The candidate will then ascend and descend three (3) flights of stairs. The candidate must again properly operate a standard use security door.

4. **Suspended Dummy Raise:** The candidate must lift a 140-pound hanging dummy (using a bear hug) high enough to relieve rope tension (thereby taking pressure off the neck) and hold for five (5) seconds

Candidates who fail to meet any one element of the Physical Fitness Screening are considered to have failed the entire exam and their name will not be certified to appointing authorities.

**NOTE: FAILURE TO APPEAR FOR A SCHEDULED PHYSICAL FITNESS SCREENING TEST WILL BE CONSIDERED EQUIVALENT TO FAILURE.**

**VETERAN'S CREDIT:**

Veterans or disabled veterans who are eligible for additional credit must submit an Application for Veteran's Credit either with their Application for Examination or at any time before the date of the establishment of the resulting eligible list. Applications for Veteran's Credit are available from the Broome County Department of Personnel or online at [www.gobroomecounty.com](http://www.gobroomecounty.com).

**Veteran's credits can only be added to a passing score on the examination.**

Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. **No credit may be granted after the establishment of the list.** It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

**SECTION 23.2 STATEMENT:** This examination will be prepared and rated in accordance with Section 23.2 of the Civil Service Law. The provisions of New York State Civil Service Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.