

**HAMILTON COUNTY PERSONNEL/CIVIL SERVICE  
ANNOUNCES AN NON-CR TRAINING & EXPERIENCE EXAMINATION FOR:**

**CORRECTION OFFICER  
EXAMINATION NO: 87641  
EXAM DATE: JULY 1 – 31, 2024**

A Correction Officer on an assigned shift is responsible for the enforcement of rules and regulations governing the custody, security, conduct, discipline, safety and general well-being of inmates in a County jail. The duties involve considerable inmate contact and supervision in a work, recreation or learning environment. Work procedures are well defined but incumbents must be alert to the possibilities of emergency situations arising and exercise sound judgment when problems occur. The work is performed under general supervision of a superior officer with leeway allowed for the exercise of independent judgment in dealing with day-to-day situations in the county jail.

This is an online examination questionnaire that asks questions about your education, training, and work experience. **The online questionnaire is your examination.**

**Minimum Qualifications:** Graduation from high school or possession of a high school equivalency diploma.

**Special Requirements:** Possession of a valid NYS driver's license at the time of appointment; AND within one (1) year of hiring, MUST attend Peace Officer/Correction Officer Academy scheduled by the Sheriff.

**Residency:** Candidates must, at the time of examination and at least 1 month thereto, be a legal resident of Hamilton County. Preferences in appointment from open-competitive lists may be given to candidates who have been residents of the locality in which appointment is to be made for 1 month prior to the date of the written test.

**Proof of minimum qualifications are required at time of application.**

Download an application at: <https://www.hamiltoncounty.com/personnel>.

Hamilton County Personnel  
102 County View Drive, PO Box 174  
Lake Pleasant, NY 12108  
(518) 548-6375 / [personnel@hamiltoncountyny.gov](mailto:personnel@hamiltoncountyny.gov)

**Applications must be received no later than June 14, 2024.**



**HAMILTON COUNTY PERSONNEL DEPARTMENT**  
102 COUNTY VIEW DRIVE  
P.O. BOX 174, ROUTE 8, COURTHOUSE  
LAKE PLEASANT, NEW YORK 12108  
PHONE: (518) 548-6375 \* FAX: (518) 548-3108

**announces a Civil Service examination  
for the following:**

**No. 87641 Non-CR Training & Experience  
\*\*\* CORRECTION OFFICER \*\*\*  
Hamilton County Sheriff's Office**

**LAST FILING DATE:**  
JUNE 14, 2024

**EXAMINATION DATE:**  
JULY 1 – 31, 2024

**APPLICATIONS:** Examination applications must be obtained and filed with the Hamilton County Personnel Department. The Department recommends that you do not wait until the last day to file your application. When received in our office after 4:30 p.m., on the last filing date, the application will be rejected and returned to the applicant. The correct examination number and title must appear on the application form. EVERY question on the application should be answered and complete in all aspects. This Department does not acknowledge receipt of applications or take responsibility for non-delivery or postal delay. Failure to notify this office of a change of address may result in disqualification for examination or certification for appointment following examination. Any application you may have previously filed will not gain you admittance to this exam and will not be used to obtain additional information. You must file a separate Application for Examinations during the official period as set forth in this announcement.

**DISQUALIFICATION OF EXAMINATION APPLICATIONS:** When an application for an examination is disapproved by the Director of Personnel, the candidate will be given ten (10) calendar days to appeal this determination. Your appeal must clearly demonstrate that you meet or exceed the minimum qualifications as set forth on the examination announcement. Additional information must be pertinent, detailed and accurate. Your appeal must be in writing, addressed to the Personnel Office, P.O. Box 174, Lake Pleasant, NY 12108, and received in this department no later than 4:30 p.m. of the tenth calendar day. If the tenth calendar day falls on a Saturday or Sunday, the candidate will have until 5:00 p.m. that following Monday to submit their appeal.

**LOCATION OF POSITIONS/VACANCY:** The location of the positions are within the Hamilton County Sheriff's Office.

**ELIGIBLE LIST:** The eligible list will remain in existence for a period of one (1) year, unless extended by the Personnel Officer to a maximum of four (4) years. When a list has existed for more than one year, it may terminate upon the establishment of a new list. This list will be used to fill all appropriate full-time or part-time competitive vacancy occurring in an agency under the jurisdiction of the Hamilton County Personnel Officer, anytime during the life of the eligible list.

**SPECIAL ARRANGEMENTS:** May be made if you require a religious accommodation, are a disabled person, or deprived of participation on the scheduled date due to active military service. Specific information must be requested when filing your application.

**APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE:** If you have applied for any other civil service examinations to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all the examinations at one test site.

If you have applied for both State and Local government examinations, you must make arrangements to take all your examinations at the State examination center by calling (518) 474-6470 in the Albany area or toll free at 1-877-697-5627 (press 2, then press 1), no later than two weeks before the test date.

If you have applied for another local government examination with another local civil service agency, call or write to each civil service agency to make arrangements. You must make your request for these arrangements no later than two (2) weeks before the date of the examinations. You must notify all local government civil service agencies with who you have filed an application of the test site at which you wish to take your examination. For this examination call (518) 548-6375 or write to the Hamilton County Personnel Office, P.O. Box 174, 102 County View Drive, Lake Pleasant, NY 12108.

**PLEASE POST CONSPICUOUSLY AT A HEIGHT REACHABLE BY PEOPLE IN WHEELCHAIRS AND WITH OTHER MOBILITY IMPAIRMENTS – REMOVE AFTER LAST FILING DATE**

**2024 Salary:** \$43,400 - \$74,336

**RESIDENCY:** Candidates must, at the time of examination and at least one (1) month prior thereto, be a legal resident of Hamilton County. Preferences in appointment from open-competitive lists may be given to candidates who have been residents of the locality in which appointment is to be made for one (1) month prior to the date of the written test.

**TYPICAL WORK ACTIVITIES (Illustrative but not exhaustive):**

- Makes periodic rounds, supervises the movement and activities of inmates and maintains jail security;
- Locks and unlocks cells and access doors using mechanical and electrical devices;
- Watches for unusual incidents or activities on the part of inmates involving violation of jail rules, or a life threatening situation and reports these to supervisor either verbally or in writing;
- Checks cell and corridor areas for faulty bars, gates, etc. and makes routine fire and safety checks;
- Transports inmates to courts, prisons, jails, medical facilities and other locations as necessary;
- Issues clothing and bedding and instructs inmates in its proper care;
- Books inmates by preparing appropriate records, taking fingerprints and photo identification and inventories and records inmates clothing and property;
- Escorts visitors and observes inmate visitations;
- Dispenses a variety of prescription and non-prescription medications;
- Searches cells, frisks inmates and confiscates contraband;
- Mediates minor incidents and takes direct action to break up fights or other disturbances between inmates;
- Supervises inmates assigned to work details, advises them of what is expected and of the rules and regulations of the work area including possible safety hazards;
- Supervises showering of new inmates on admission;
- Supervises telephone calls by inmates and explains and assists in arranging for assigned counsel as requested;
- Maintains security and enforces applicable laws, rules and regulations;
- Investigates accidents, fires and crimes occurring within the jail;
- Counsels inmates and observes individuals to detect possible physical or emotional problems;
- Maintains an activity log and other required records;
- Shall perform desk and dispatching duties – fire, police and ambulance. Must qualify to operate eJustice/Portal;
- Operates a variety of equipment including handcuffs, leg irons, firearms, electronic gate equipment and two-way radios;
- Responsible for food preparation (breakfast, lunch, dinner) along with clean-up and sanitizing of kitchen area afterwards.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**MINIMUM QUALIFICATIONS:** Candidates must meet the following requirements on or before the last filing date:

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

**SPECIAL REQUIREMENTS:**

Possession of a valid New York State Driver's License at time of appointment; AND  
Within one (1) year of appointment, must attend Peace Officer/Correction Officer Academy, scheduled by the Sheriff and paid for the by County.

All experience required to meet the minimum qualification section is PAID.

Part-time experience will be pro-rated as follows:

16-23 hrs./wk....1/2 time    24-31 hrs./wk....3/4 time    32+ hrs./wk....full-time

If qualifying by A or B (education options), a copy or photocopy of your official academic transcript showing courses taken and degree conferred (if a degree is required) must accompany your application. If submitting a photocopy, this office must be able to verify it is an official transcript. Your transcript does not have to be submitted in a sealed envelope from the Registrar's Office. If your transcript, as previously described, does not accompany your application, your application will be disqualified and you will be given ten (10) days to submit documentation to substantiate your qualifications. If you fail to provide a copy or photocopy of your official transcript within the ten (10) day period, you will not be allowed to participate in the examination.

Your degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the NYS Education Department as following acceptable educational practices. If your degree and/or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency from a member company of the National Association of Credential Evaluation Services, Inc. (NACES). You can write to the Personnel Office for a list of NACES members who provide this service. You must pay the required evaluation fee.

**SCOPE OF THE 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 Hamilton County Personnel on or before the last filing date of June 14, 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 July 2024, and approved candidates will be required to complete and submit this questionnaire between July 1, 2024 and midnight, July 31, 2024. Candidates will not be able to claim any credit for training or experience to be gained after the application filing deadline of June 14, 2024.

Candidates who fail to submit their questionnaire by July 31, 2024 will not receive a score and not be added to the eligible list.


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](https://www.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?

Sign in to your existing NY.gov account

Create 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](mailto:fixit@its.ny.gov).

**VETERANS' CREDITS:** Veterans, Disabled Veterans, or candidates currently in the armed forces claiming the additional credit allowed veterans in competitive examination, must apply for such credit while filing their examination application or at any time between the date of the application but prior to the date of the establishment of the resulting eligible list. The time periods, for which veterans' credit is permitted, are defined on the examination application.

To receive additional veterans' credit, you must file a separate Veterans' Credit Application including acceptable supporting documentation for each examination. Veterans' Credit is added only to the score of the examination when the candidate's passing grade is 70 or higher.

**CHILDREN AND SIBLINGS OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY CREDIT:** In conformance with Sections 85-a and 85-b of the Civil Service Law, children and siblings of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten (10) points in a competitive examination for original appointment in the same municipality in which his or her parent, sister or brother has served. If you are qualified to participate in this examination and are a child or sibling 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 (2) 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. Children and Siblings of firefighters and police officers killed in the line of duty credit is added only to the score of the examination when the candidate's passing grade is 70 or higher.

**HAMILTON COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, CREED, COLOR, NATIONAL ORIGIN, MARITAL STATUS, SEX, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISIONS OF SERVICES.**

ISSUED: 05/17/24