

COLUMBIA COUNTY CIVIL SERVICE COMMISSION
401 STATE ST., HUDSON, NEW YORK 12534
Phone: 518-828-6622
www.columbiacountyny.com

Please Post Conspicuously



Issue Date: 8/25/08
County # 2603

Columbia County Civil Service Commission announces
a **promotional** examination for:
Corrections Corporal #72-438

Date of Examination: December 6, 2008

Last Filing Date: November 6, 2008

Filing Fee: Fee for this examination is \$17.50
PERSONAL CHECKS ARE NO LONGER ACCEPTED
(See reverse side for instructions)

Vacancy: The eligible list established from this examination will be used to fill
vacancies as they occur in the Columbia County Jail.

Salary: \$41,420.00

Duties of the position: This is a supervisory uniformed corrections position involving the responsibility for controlling access in and out of the jail, booking prisoners, and supervising operations in the jail in the absence of Sergeant of Corrections. Corrections Corporal are also responsible for routinely performing the duties of the Correction Officers. The work is performed under the general supervision of the Sheriff, Undersheriff, Chief Corrections Officer, Assistant Chief Corrections Officer and Sergeant. Supervision is exercised over the work of the Correction Officers.

GENERAL INSTRUCTIONS TO CANDIDATES (Prom).

Applications may be obtained from Columbia County Civil Service, 401 State St., Hudson, NY 12534 Phone: 518 828-6622 (office hours 8-4 Mon - Fri) Applications received/postmarked after the last filing date will not be accepted.

Seniority Credits for promotional exams – One point for each creditable five year period.

Credit is based on time served within the department for which the promotional exam is offered:

Less than 1 year	0 points	Over 11 yrs. Up to 16 yrs.	3 points
1 year up to 6 yrs.	1 point	Over 16 yrs. Up to 21 yrs.	4 points
Over 6 yrs. Up to 11 yrs.	2 points	Over 21 yrs. Up to 26 yrs.	5 points

NOTE: Sabbath observers/disabled persons/ military members: If special arrangements for testing are required, indicate this on your application.

VETERANS CREDITS: Disabled and non-disabled veterans who establish their eligibility for additional credits and are successful in the exam are entitled to have 10 and 5 points respectively (5 and 2 ½ points of credits in the case of promotional examination), added to their earned scores provided they have not used such credits to obtain permanent appointment or promotion. You will be allowed the option of waiving these credits after the completion of the examination. Effective 1/1/98 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 exams. 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 veterans' 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."

RATING & REVIEW: Unless the announcement states otherwise, this written examination is being prepared and will be rated by NYS Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the NYS Civil Service Rules and Regulations dealing with preparation and the rating of exams will apply to this written examination.

TRANSCRIPTS: Whenever college transcripts or diplomas are required, they should be submitted with the application for the examination.

EXAM NOTICES: The Commission does not acknowledge receipt of the application, but all applicants will be notified of the disposition of their application. Approved candidates will be notified at least four days in advance of the place, date and hour of the examination. Every candidate should bring his/her Social Security Number to the exam. Do not interpret a notice to appear for the exam to mean that you have been found to meet fully the announced requirements. Applicants are admitted to the exam on the basis of statements made in the application. These statements may not be reviewed and/or verified until after the exam has been held. At that time those candidates not meeting the requirements will be disqualified. Candidates who are disqualified after taking the exam will not receive a score. If you have not received a notice to appear for the written test three days before the date of the test, you should call 828-6622.

CALCULATORS: Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, Spell Checkers, Personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited. Cell phone calculators are prohibited.

ELIGIBLE LIST: The lists established as a result of examinations will remain in existence for a minimum of one (1) year, maximum of four (4) years. Changing conditions may make it advisable to certify to future vacancies at higher or lower salaries than announced. When an Eligible List has been in existence for less than one year and a new list for the same position or group of positions is established, the names of the persons remaining on the old list shall have preference in certification over the new list until such old list is one year old.

FILING FEES: A filing fee as indicated on the front will be required with your application. Please write the examination no. and your social security no. on your money order, certified or bank check. Please be advised that NO REFUNDS will be made, therefore, you are urged to compare your qualifications carefully with the requirements for admission and file only for those exams for which you are qualified. **MAKE MONEY ORDERS/BANK OR CERTIFIED CHECKS PAYABLE TO: Columbia Co. Treasurer & mail to Civil Service with your application. Cash is accepted. PERSONAL CHECKS WILL NO LONGER BE ACCEPTED.**

APPLICATION WAIVER FEE: 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 by the close of business on the Application Deadline as listed on the Examination Announcement. Copies of the Application Fee Waiver and Certification forms are available at the Civil Service Office, 401 State St., Hudson, NY 12534 (518) 828-6622 or on our web site at www.columbiacounty.ny.com.

MULTIPLE EXAMS: If you have applied for any other Civil Service exams (for this date) for employment with NYS or any other local government jurisdiction, you must make arrangements to take all the examinations at one test site no later than two weeks before the test date. Call this office at (518) 828-6622.

MINIMUM QUALIFICATIONS: A candidate must meet the qualifications on or before the last filing date.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS & QUESTAR III: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or Questar III as involving direct contact with students, a clearance for employment from the State Education Department is required.

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.

Minimum Qualifications: (ON OR BEFORE LAST FILING DATE)

24 Months permanent competitive status as a Corrections Officer with the Columbia County Sheriff's Dept./Jail.

Exam Series: First: Local First Line Correctional Supervisor Series

Subjects of examination: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. Minimum standards for management of county jails and pertinent NYS Correction Law and Penal Law

These questions test for knowledge in such areas as: the Minimum Standards for county jails promulgated by the Commission of Correction concerning the admission/discharge, care, custody, movement, activities, behaviors, correctional treatment, supervision, and discipline of all persons confined to local correctional facilities, as well as pertinent NYS Correction Law and Penal Law.

2. Correctional Services Security and Emergency Response Simulation Exercise

This simulation exercise requires you to assume the role of a first-line supervisor in a correctional facility. You will be asked to recognize and respond to security problems and emergency situations similar to those encountered by a first-line correctional supervisor. The exercise tests for ability in such areas as: identifying security problems, investigating incidents, reasoning out appropriate responses to security situations, and controlling and containing emergency situations.

3. Correctional Services Supervisory Simulation Exercise

This simulation exercise requires you to assume the role of a supervisor in a correctional facility. You will be asked to respond to supervisory situations and problems similar to those typically encountered by a first-line correctional supervisor. The exercise tests for ability in such areas as: issuing directions, demonstrating leadership, evaluating performance of staff, maintaining work standards, motivating and developing staff, and dealing with problems of absenteeism, morale, and discipline.

4. 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.

COLUMBIA COUNTY - AN EQUAL OPPORTUNITY EMPLOYER

Amendment to announcement for

Corrections Corporal #72438

Please attach to announcement dated 8/25/08

The above referenced exam is being held on December 6, 2008 and has a test guide associated with it.

The First-Line Correctional Supervisor Series Test Guide is designed to familiarize candidates with the written test. The guide provides a general description of the subject areas and the different types of questions the candidates will see on the test.

A copy of the Test Guide is available on the New York State Department of Civil Service website:

<http://www.cs.state.ny.us/testing/localguides.cfm>

or

The Test guide is also available at the Columbia County Civil Service Office.

A copy will be mailed to each approved candidate approximately two weeks before the test date. The test guide will be included with your admittance letter to the examination.

If you have not received a copy by December 1, 2008, please call Columbia County Civil Service Commission @ 828-6622.

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