



PUTNAM COUNTY PERSONNEL OFFICE
Announces Employment Opportunities
Correction Officer (Spanish Speaking)
67-295 OC T&E

2317

TRAINING & EXPERIENCE EXAMINATION • LAST FILING DATE: May 12, 2023 • FILING FEE: \$60

ONLY EXAMINATION APPLICATIONS SUBMITTED ONLINE Will Be Accepted

TO APPLY: 1. go to www.putnamcountyny.com/personneldept/exam-postings & click **CURRENTLY SCHEDULED EXAMINATIONS**

2. View exam information & click **APPLY** 3. Complete & submit online application. 4. Mail or deliver to drop box outside Personnel Department or pay filing fee online within five (5) business days

Applications cannot be submitted after the above Last Filing Date

- Filing fees must be RECEIVED by Putnam County Personnel Dept. within FIVE (5) BUSINESS DAYS following application submission.
- Exam filing fees are **NOT REFUNDABLE** for any reason, including disqualification. As per Putnam County Resolution #305 of 2005.
- If your filing fee is not received within the time permitted, your application will be disqualified without review.

Make CHECK or MONEY ORDER payable to "Putnam County Personnel Department" – NO CASH
Returned checks are subject to a \$15 fee as per Putnam County Resolution #247 of 1998

Administration of This Examination Does Not Imply That a Vacancy Exists

**** Please read the back of this notice carefully for Important Civil Service Information ****

VACANCY: The eligible list established as a result of this examination will be utilized where appropriate for filling any current or future full time vacancies in the above named title in the Putnam County Sheriff's Department. This eligible list may also be used to fill any part time vacancies.

IF YOU FILE FOR ANOTHER CORRECTION OFFICER EXAMINATION WITH ANOTHER CIVIL SERVICE AGENCY YOU ARE REQUIRED TO NOTIFY EACH AGENCY, IN WRITING, BEFORE THE LAST FILING DATE, INDICATING IN WHICH CIVIL SERVICE AGENCY YOU WISH TO TAKE THE EXAMINATION.

SALARY RANGE: \$57,606-\$86,762 (2023)

DUTIES: This is responsible work in enforcement of rules and regulations governing the custody, security, conduct, discipline, safety and general well-being of inmates in the County correctional facility. Duties involve considerable inmate contact and supervision in work, recreation or learning environments, during an assigned shift. Work procedures are well defined but incumbents are responsible for exercising vigilance and sound judgment in emergency and problem situations. Work is performed under general supervision of a higher level correctional superior with leeway allowed for the exercise of independent judgment 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 comparable diploma (issued by an appropriate State education authority). The diploma issued to the high school graduate must be from an accredited public or private school recognized by the New York State Education Department. Diplomas issued through a home study course and not by an appropriate educational authority are not acceptable.

ADDITIONAL QUALIFICATIONS:

All appointees must:

1. Meet all applicable sections of the New York State Public Officers Law. Correction Officers are Public Officers, therefore, New York State residency in Putnam County or a contiguous county to Putnam (Dutchess, Orange, Rockland, Westchester) is required at time of appointment and throughout your employment;
2. Be age 21 at time of appointment;
3. Possess a valid unrestricted driver's license and acceptable driving record at time of appointment and must be maintained throughout employment;
4. Candidates must be United States Citizens at the time of appointment;
5. Must be a resident of New York State at time of application;
6. Must be a resident of counties contiguous to Putnam County at time of appointment and throughout employment as a Correction Officer;
7. Consent to a background investigation and have no record of felony conviction. Misdemeanor conviction may bar appointment;
8. Meet all medical, physical, and psychological standards in effect at time of appointment;
9. Participate in a substance abuse screening prior to appointment;
10. Completion of New York State Commission of Correction training prior to completion of the probationary period.

SPECIAL AGE REQUIREMENT: Candidates must be at least 20 years of age on or before June 30, 2023 to participate in the on-line questionnaire. Eligibility for appointment as a Correction Officer begins when the candidate reaches age 21.

****Requirements for Physical Agility Test for Correction Officer****

Elements are scored on a pass/fail basis. A candidate must satisfactorily complete each element of the test in order to successfully complete the test. Candidates who fail the test will not be appointed to the position and will have their name removed from the eligible list.

ELEMENT I – Stair Climb Test The candidate must go up and down a flight of stairs one time.

Fail: Unable to go up and down the flight of stairs.

ELEMENT II – Ladder Ascent The candidate safely climbs to a height of approximately 12 feet, the ladder encased by a standard industrial safety cage with an interior dimension of approximately 30 inches, until the designated rung is touched. The candidate then descends to the floor in a safe manner.

Fail: Unable to safely climb up/descend the ladder.

ELEMENT III – Suspended Dummy Raise The candidate must lift a 120-pound hanging dummy (using a bear hug) high enough to relieve the tension on the rope (thereby taking pressure off the neck) and hold for 5 seconds.

Fail: Unable to relieve the tension on the rope. Unable to hold for 5 seconds.

ELEMENT IV – Body Transport Test The candidate must pull a blanket with a 160-pound dummy for thirty (30) feet.

Fail: Unable to pull the dummy the designated distance.

ELEMENT V – Obstacle Vault The candidate must be able to get over a 3-foot high obstacle in a safe manner (hurdling or diving not permitted).

Fail: Unable to get over the obstacle within 5 seconds.

ELEMENT VI – Door Lock and Unlock The candidate must properly unlock a standard use security cell door, using the assigned key, go through the door and relock the same door.

Fail: Unable to unlock, pass through and relock door.

ELEMENT VII – Three-Minute Step Test For 3 minutes the candidate will lift one foot at a time while stepping on and off a 12-inch bench. The candidate must keep pace with a metronome set at 96 beats per minutes.

MEDICAL, PHYSICAL FITNESS TESTS, PSYCHOLOGICAL TESTS, LIE DETECTION AND FINGERPRINT CHECK: These qualifying portions will be held at a later date. If you pass the on-line exam questionnaire portion, are reachable for appointment and are nominated by the appointing authority, you will be scheduled for a comprehensive medical examination, physical fitness tests, psychological tests and/or screening, lie detection test, drug screening ⁽¹⁾, and fingerprint check. (The physical fitness tests may be administered prior to nomination). All candidates must meet the standards established by New York State and the Putnam County Department of Personnel. An individual should not forego taking this T&E test or consider himself/ herself ineligible for Correction Officer employment solely because he/she cannot now meet or may not be able to meet the current standards. The qualifying test standards are subject to change without notice to candidates. There is **no retest available** for the Physical Fitness tests.

NOTE: (1) Standards set by New York State for the title provide that substance use or abuse are disqualifying factors for appointment. Consequently, the required post-offer medical examination includes a urine testing procedure to determine the use of illegal drugs, or abuse of legal drugs. Cannabis use is not permitted for employees in this title.

BACKGROUND INVESTIGATION AND LIE DETECTION EXAMINATION: To assist in determining character and fitness, and to verify information provided by the applicant, each potential appointee will be the subject of a thorough background investigation. Candidates MUST authorize access to educational, financial, employment, and criminal history records. Family, neighbors, associates, and others will be interviewed. Derogatory information will be evaluated and may result in disqualification. Candidates will be required to submit to a lie detection examination using polygraph. Candidates who receive a satisfactory evaluation on the background investigation, inclusive of a polygraph examination, and meet all other requirements, will be considered eligible for appointment.

TATTOO POLICY: Candidates must comply with Putnam County Sheriff's Department policy which requires all members to present a neat and professional appearance at all times. Tattoos, brands, body piercings and other body art shall not be visible while a member is in uniform or other business attire. The uniform includes a short sleeve shirt open at the front of the neck. In addition to visibility, some tattoos or brands may have symbolic meanings that are inconsistent with the values of the Putnam County Sheriff's Department.

CITIZENSHIP REQUIREMENT: Candidates must be United States citizens by the date of appointment. It is not necessary for admission to the examination. Individuals will be restricted from certification for appointment until proof of citizenship is presented to our department.

PUBLIC OFFICER REQUIREMENT: Candidates must not have been convicted of a violation of either the Federal Selective Training and Service Act or the Selective Draft Act of the United States.

RESIDENCE: Preference in appointment may be given to residents of Putnam County. Non-residents will be required to become a resident of Putnam County or of a county in New York State adjoining Putnam County at time of appointment, pursuant to Public Officer's Law, Section 3, Subsection 42.

SCOPE OF EXAMINATION: The examination will consist of two (2) parts:

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 midnight on June 30, 2023.

PART 1: ON LINE QUESTIONNAIRE:

First Step - Candidates must first complete an online application available at:

<https://putnam.munisselfservice.com/employmentopportunities/default.aspx> on or before the last filing date of **May 12, 2023**.

Second Step - Approved candidates will be sent a notice containing directions to a website address needed to complete a Training and Experience Questionnaire.

Third Step – Complete the online Training and Experience Questionnaire between June 1, 2023, and June 30, 2023. The answers you provide in the questionnaire will be used to rate and score your test against the general requirements of the position(s). Your score will be based on training and experience gained before the application filing deadline of **May 12, 2023**. The questionnaire will close on midnight, **June 30, 2023**. **Please be specific when entering training and experience; omissions or vagueness will not be interpreted in your favor.**

PART 2: Qualifying Spanish Language Oral Performance Test: To be scheduled at a later date after passing exam.

The Spanish language oral test is designed to evaluate the candidate's oral proficiency in the Spanish language. A Level 2 proficiency in Spanish is required for this exam. This is equivalent to having a working oral language proficiency with understandable, smooth expression at a conversational level of communication. Only candidates that have passed the written test will be called to the performance test. Candidates must pass all parts of this examination in order to be eligible to be considered for appointment.

USE OF LIST: The eligible list will be established on the basis of passing scores received on the on-line examination questionnaire plus any additional veteran credits. Passing candidates must then pass all qualifying tests as well as receive fingerprint clearance in order to be certified for permanent appointment from the eligible list. Medical requirements must be met at the time of the medical examination and at the time of appointment. Appointments are made by the selection of an eligible whose final rating in the test is equal to or higher than the rating of the third highest ranking eligible on the Certification of Eligibles willing to accept the appointment at the time of canvass. Local eligible residents may be certified first. An eligible list for the title may be certified on the basis of sex should the need arise. New York State Civil Service law Section 60.2 permits the certification of an eligible list to one sex when there is a need to provide care or custody of persons of the same sex in an institutional setting.

NOTE: If you are participating in the June 24, 2023, written multiple-choice test for Correction Officer with another civil service agency, you can also participate in this examination.

INFORMATION FOR APPLICANTS WHO ARE TAKING MULTIPLE EXAMINATIONS FOR CORRECTION OFFICER, ALSO KNOWN AS CROSS-FILERS:

Individuals can participate in multiple examinations to maximize their opportunity for appointment.

Individuals can cross-file between two agencies that are participating in the T&E format examination or between two agencies that are participating in the multiple-choice format examination.

Individuals can also apply and take multiple-choice examinations being held on June 24, 2023, and training and experience format examinations for Correction Officer being offered online; however, due to the different testing formats, individuals must take both examinations and cannot apply the score of one examination format to the other.

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

Approved applicants will need to access the T&E 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.

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 examinations(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>

FOR INFORMATION:

PUTNAM COUNTY PERSONNEL DEPARTMENT

Donald B. Smith County Government Campus

110 Old Route 6, Bldg 3, Carmel, NY 10512

Tel. (845) 808-1650 x 46105

www.putnamcountyny.com/personneldept

<http://www.facebook.com/PutnamCountyPersonnelNY>

ISSUED: 4/12/2023

ADMISSION TO EXAMINATIONS: Call the Personnel Department if you do not receive a notice within three days of the date of examination. Admission to examinations does not necessarily mean that the application has been approved unconditionally; final review of applications for all requirements may not be made until after the written test. You may not be admitted to the examination room without official notice, or more than one half hour after an examination has begun. You must bring picture identification (such as a driver's license) and your Social Security number to the examination. You may be fingerprinted prior to admission to the examination.

AGE LIMITS: There may be statutory restrictions on your employment if you are under 18 or over 70 years of age; any other age restrictions are stated on the face of this examination announcement.

APPLICATION: A separate application must be filed for each examination desired. Effective April 13, 2013, Putnam County Personnel Department accepts **ONLY EXAMINATION APPLICATIONS SUBMITTED ONLINE**. Paper examination applications will not be accepted. Go to www.putnamcountyny.com/personneldept/exam-postings/ for information, explanation, and to access the online application form.

APPLICATION FEE: A fee (see front) is required from candidates for each separately-numbered examination for which they apply. Mail, deliver or pay filing fee online within five (5) business days. **NO CASH. NO REFUNDS** will be made to applicants who fail to appear for the scheduled examination. File only for those examinations for which you are qualified. As of February 1, 2006, per Putnam County Resolution #305 of 2005, **EXAM FILING FEES WILL NOT BE REFUNDED**, even if you are disqualified from taking the exam. It is therefore recommended that you consider very carefully whether or not you believe that you meet the minimum qualifications before submitting your application.

APPLICATION FEE, WAIVER OF: 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 and proof of benefits by the close of business on the Application Deadline as listed on this Examination Announcement. A copy of the waiver request form can be obtained from the website or by calling the Putnam County Personnel Department.

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. The cost for fingerprinting is the responsibility of the candidate being considered for, or conditionally offered, appointment.

CALCULATORS: Candidates are permitted to use quiet, held-held, solar or battery powered calculators, **UNLESS OTHERWISE NOTIFIED**.

CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS Killed in the Line of Duty: In conformance with section 85-a of the Civil Service Law, signed into law on September 17, 2002, children 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 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 (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.

CITIZENSHIP: Citizenship is required only for Public Officer positions.

CONTACT INFORMATION: Any changes in contact information must be communicated to the Personnel Dept. in order to ensure timely delivery of important information. A change of address form is available on our website or

the Personnel Dept. It is the candidates' responsibility to obtain and submit the necessary documents.

CROSS FILING or EXAMINATIONS IN MULTIPLE JURISDICTIONS:

If you have applied to take an examination announced by more than one local jurisdiction (county, town, city) scheduled to be held on the same test date, you must notify each of the local jurisdictions as early as possible (no later than two weeks before the test date), so that arrangements can be made for taking all examinations at one test site. You must inform each jurisdiction of all examination titles and numbers, and at which jurisdiction you want to sit for the examinations. Please note that all examinations for positions in State government must be taken at a State examination center. Cross-file form is available on the website.

DRUG & ALCOHOL TESTING: You may be required to take a pre-employment alcohol and drug test to determine that you are free of such substances.

EDUCATION: Where high school graduation is required, a High School Equivalency Diploma from any State or an armed forces GED (high school level) will be acceptable. College graduation, when required, must have been from a regionally accredited college or university or one recognized by the New York State Education Department as following acceptable educational practices. In evaluating a candidate's qualifications, the equivalent of 30 college credit hours equals one year of college. Transcripts should be submitted with the application or as soon thereafter as possible whenever the qualifications call for a specific college major or specified number of credits. **NOTE:** 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. You can write to this Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.

ELIGIBILITY, ANTICIPATED: If the minimum qualifications require a degree in education and/or experience/licensure/certification, the following statements shall pertain to this exam announcement: if you expect to complete the educational or experience requirement within 6 months from the date of the examination date on the reverse side of this examination announcement, you can be admitted to this examination on a conditional basis. If successful on the examination, you will not be certified for appointment until you have submitted proof of completion of the announced requirements to the Putnam County Personnel Department. In the case of anticipated education degree, proof must be submitted within 3 months following award of degree; failure to do so will result in removal of your name from the eligible list. In the case of anticipated experience, your name will not be certified until you obtain and show proof of the necessary experience. In the case of licensure/certification, if you are eligible for the required licensure/certification you can be admitted to the examination. If successful on the examination, you will not be certified for permanent appointment until you have submitted proof of possession of the required licensure/certificate to the Putnam County Personnel Department.

ELIGIBLE LIST: The eligible list is made up of all candidates who successfully pass all portions of the examination. The eligible list resulting from this examination will remain in existence for a minimum of one year up to a maximum of four years or until terminated by the establishment of an appropriate new eligible list. In the case where a **Promotional** exam is being held in conjunction with an Open Competitive exam in the same title, the resulting eligible list from the Promotional exam will be canvassed first. Any person whose name is on a preferred eligible list and who meets the requirements for a promotion examination in the agency for which the examination is being held is eligible to compete in the examination. Candidates currently holding a permanent 55-a position will be afforded the same opportunity as employees in the competitive class to take promotion examinations, if qualified.

EQUAL OPPORTUNITY: It is the policy of the Putnam County Personnel Department to provide for and promote equal opportunity in employment, compensation and other terms and conditions of employment without discrimination on the basis of age, race, color, religion, national origin, gender, sexual orientation, marital status, or arrest and/or criminal conviction record, unless based upon a bona fide occupational qualification or other exception. Those requiring special testing arrangements (such as military personnel or Saturday religious observers) must note this on their applications. It is Putnam County's policy, in accordance with the Americans with Disabilities Act, to provide equal employment opportunity and equal opportunity to participate in and receive any benefits, services, programs and activities to persons with disabilities. Any person who requires reasonable accommodations and reasonable modifications (e.g. Braille booklet, amanuensis, reader, sign language interpreter, etc.) must note this on their application.

EXPERIENCE: For each examination, unpaid, verifiable part-time and volunteer experience in one of the specialized areas will only be credited when specifically allowed by the examination announcement. The number of years of experience required in the minimum qualifications is based upon the presumption of full-time employment (35 hour workweek). Part-time experience will be prorated.

FINGERPRINT CHECK: A state and/or national fingerprint supported background investigation is required before an appointment is made to some positions. If such search is required, the applicant will be responsible to pay the Division of Criminal Justice Services fee for such search (approximately \$100-150)

INCLEMENT WEATHER: In rare cases, an examination may be postponed if weather conditions are unsafe. In such cases, call 845-808-1650 for recorded information available 24 hours. Also, announcements will be made over the radio on WHUD (100.7 FM). If an examination is postponed due to weather conditions, a new examination date will be set as soon as possible. Candidates will be notified of such new examination date in writing by Putnam County Personnel Department as soon as this information becomes available.

MEDICAL EXAMINATION: You may be required to take a medical examination to determine if you are medically and physically capable of performing the duties of the position.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: Applicants may participate in multiple examinations given for Putnam County on the same day. The maximum time allowed for any combination of examinations is eight (8) hours. If you have applied for multiple examinations scheduled for the same day, please indicate this on your application.

PROHIBITED DEVICES: Cell phones, pagers, and similar devices are prohibited at examination sites. Devices with typewriter keyboards, spell checks, personal digital assistants, address books, language translators, cell phones, dictionaries and/or similar devices are prohibited.

RATINGS AND REVIEW: When this written or T&E examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23.2 of the Civil Service Law, the provisions of the New York State Civil Service Rules and Regulations dealing with the rating and review of examinations apply. Otherwise, rating and review of the examination is governed by the Putnam County Civil Service Rules.

RATINGS REQUIRED: Tests are rated on a scale of 100 with the passing mark at 70.0. Unless the announcement states otherwise, you must pass the written test as a whole and the oral and practical tests, if any. Test instructions may further divide the tests into parts and set minimum standards for each part.

RESIDENTIAL PREFERENCE: Preference in appointment from open-competitive lists may be given to residents of the jurisdiction making the appointments; for appointment in some jurisdictions you may be required to become a resident thereof, in accordance with law or resolution. Residence requirements and such preferential certifications do not apply in promotion examinations.

SPECIAL REQUIREMENTS (RELIGIOUS ACCOMMODATION, DISABILITIES, MILITARY): Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and disabled candidates who require special accommodations to take the test should indicate the need for special arrangements on their application.

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. Contact the Putnam County Personnel Department for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the test date.

VETERANS: Eligible disabled and non-disabled war veterans may have ten or five points, respectively, added to an earned passing score in an open-competitive examination and five or two and a half-points are added in a promotion examination. It is the candidate's responsibility to obtain and submit the necessary forms and documents prior to the establishment of the eligible list. You may waive these credits any time prior to appointment.

VERIFICATION OF QUALIFICATIONS: Candidates may be investigated or called for an interview to determine whether they are qualified for appointment. All statements made by candidates on the application form are subject to verification.