

CAREER OPPORTUNITIES WITH CIVIL SERVICE
HERKIMER COUNTY DEPARTMENT OF PERSONNEL

Announces

Examination Open to the Public

CORRECTION OFFICER

Examination Number 60042450

Filing Deadline --

Applications must be received or postmarked by: August 15, 2025

Exam Questionnaire Submission Period: **September 1, 2025 – September 30, 2025**

Refer to General Instructions, Filing Fee Information, and Application Fee Waiver

A NON-REFUNDABLE FILING FEE MUST ACCOMPANY EACH APPLICATION

\$25.00 MONEY ORDER ONLY - payable to Herkimer County Personnel.

Cash accepted only if paying in person; you must have the exact dollar amount.

Personal checks will NOT be accepted.

RESIDENCY REQUIREMENT: Candidates must be legal residents of Herkimer County or one of its contiguous counties (Fulton, Hamilton, Lewis, Montgomery, Oneida, Otsego, St. Lawrence) for at least 30 days immediately preceding the date of the written test. Preference in certification for appointment may be given to successful candidates who have been legal residents of the municipality in which appointment is to be made. Refer to the General Instructions.

Salary: \$21.21 per hour, part-time; \$44,290+ per year, full-time (2025 HIRE Rate)

Vacancies: The eligible list established as a result of this examination will be used to fill part-time and full-time vacancies as they exist/occur in the Herkimer County Correctional Facility, Herkimer County Sheriff's Department.

Duties: This work involves the responsibility, on an assigned shift, for either the enforcement of rules and regulations governing the custody, security, conduct, discipline, safety and general well being of inmates in a County correctional facility, the responsibility for the telecommunication functions at the County Correctional Facility, and security of County owned and/or controlled property and buildings. The duties involve considerable inmate contact and supervision in a work, recreation or learning environment. The duties also involve answering emergency and non-emergency calls for police, fire and emergency medical personnel. It also includes receiving and transmitting messages and requested information to Department members on outside details, other police agencies and performing related communications activities involving the operation of telephone, teletype, two-way and short wave radios. The duties also involve safety and security of public employees at County owned locations.

Work procedures for functions are well defined but incumbents must be alert to possibilities of emergency situations arising and exercise sound judgment when problems occur. The work is performed under general supervision of a higher-level correctional supervisor with leeway allowed for the exercise of independent judgment in dealing with day-to-day situations in the facility. Does related work as required.

Minimum Qualifications: Candidates must meet the following requirements on or before the date of the examination:

Graduation from high school or possession of a high school equivalency diploma; and completion of New York State Commission of Corrections training prior to completion of probationary period.

US Citizenship is required.

Special Requirement: Must possess a valid New York State driver's license by the completion of the Corrections Academy and maintain such license throughout employment; include a copy of your license with your application.

Medical Requirements: Candidates may be required to undergo physical fitness and medical standards prescribed by the Herkimer County Sheriff's and Personnel offices. You may be required to participate in substance abuse testing. Evidence of substance abuse may lead to your disqualification from appointment or termination from permanent employment in the position.

INVESTIGATIVE SCREENING: 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. You must be legally eligible to carry a firearm and must range qualify after appointment. Conviction of a felony will bar appointment. Conviction of misdemeanors or violations of law may bar appointment.

SPECIAL REQUIREMENTS: include this information on your application

AGE: Eligibility for appointment begins when a candidate reaches their 18th birthday.

According to Civil Service Law, section 54 which became effective September 4, 2024, applicants who are within 12 months of meeting the minimum age or attaining the minimum educational requirements following the date of examination, may take the civil service exam, but will be restricted from certification until such a time that the minimum age or educational requirements are met.

SUBJECTS 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.

- Complete a Herkimer County Civil Service examination application and return it to our office at the address noted on top of the application on or before the last filing date of August 15, 2025.
- 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 September 1, 2025, and approved candidates will be required to complete and submit this questionnaire between September 1, 2025 and midnight September 30, 2025. Candidates will not be able to claim any credit for Training and Experience to be gained after the application filing deadline of August 15, 2025.

Candidates who fail to submit their questionnaire by September 30, 2025 will not receive a score and will 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 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 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.

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>.