

SCHENECTADY COUNTY CIVIL SERVICE COMMISSION



SCHENECTADY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

OPEN COMPETITIVE EXAMINATION

EXAM TITLE: CORRECTION OFFICER (SPANISH SPEAKING)
SCHENECTADY COUNTY SHERIFF'S DEPARTMENT
THE RESULTING ELIGIBLE LIST WILL BE USED TO FILL VACANCIES
AS NEEDED.

EXAM NUMBER: 65-844

SALARY RANGE: \$34,217 - \$53,061 (2012)

LAST DATE FOR FILING: NOVEMBER 24, 2014

DATE OF EXAMINATION: JANUARY 10, 2015

RESIDENCY REQUIREMENT: IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST AND APPOINTMENT, CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF **SCHENECTADY, ALBANY, SCHOHARIE, MONTGOMERY OR SARATOGA** COUNTY FOR AT LEAST ONE MONTH.

DUTIES: THIS POSITION EXISTS IN THE COUNTY SHERIFF'S DEPARTMENT AND INVOLVES RESPONSIBILITY ON AN ASSIGNED SHIFT FOR THE ENFORCEMENT OF RULES AND REGULATIONS GOVERNING SECURITY, CONDUCT, DISCIPLINE, SAFETY AND GENERAL WELL BEING OF INMATES OF THE COUNTY CORRECTION FACILITY. THE DUTIES INVOLVE CONSIDERABLE INMATE CONTACT AND SUPERVISION IN A WORK, RECREATION OR LEARNING SITUATION. RESPONSIBILITIES INCLUDE FUNCTIONING AS A BOOKING OFFICER, FLOOR OFFICER, TRUSTY SUPERVISOR, ROVER, AND COMMUNICATIONS OFFICER. WORK PROCEDURES 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 CORRECTION LIEUTENANT WITH LEEWAY ALLOWED FOR EXERCISE OF INDEPENDENT JUDGMENT IN DEALING WITH DAY TO DAY SITUATIONS IN THE FACILITY. DOES RELATED WORK AS REQUIRED.

MINIMUM QUALIFICATIONS: (ON THE DATE OF THE WRITTEN TEST)
GRADUATION FROM HIGH SCHOOL OR POSSESSION OF A HIGH SCHOOL EQUIVALENCY DIPLOMA.

SPECIAL REQUIREMENTS:

- (1) CANDIDATES MUST BE ABLE TO READ, WRITE AND FLUENTLY CONVERSE IN THE SPANISH LANGUAGE.
- (2) CANDIDATES MUST PASS THE STANDARDIZED PHYSICAL AGILITY FITNESS TEST.
- (3) CANDIDATES MUST POSSESS A VALID NEW YORK STATE DRIVER'S LICENSE AT THE TIME OF APPOINTMENT.

SPECIAL NOTE: PERMANENT APPOINTMENT IS CONTINGENT UPON SUCCESSFUL COMPLETION OF A CRIMINAL BACKGROUND CHECK. FAILURE TO MEET THE STANDARDS SET FOR THE INVESTIGATIVE SCREENING MAY RESULT IN DISQUALIFICATION.

SUBJECTS OF EXAMINATION:

- (1) A WEIGHTED MULTIPLE CHOICE WRITTEN TEST; AND
- (2) A QUALIFYING SPANISH LANGUAGE ORAL TEST.

SUBJECTS OF WRITTEN EXAMINATION: A WRITTEN TEST DESIGNED TO EVALUATE KNOWLEDGE, SKILLS, AND/OR ABILITIES IN THE FOLLOWING AREAS:

1. APPLYING WRITTEN INFORMATION IN A CORRECTIONAL SERVICES SETTING

THESE QUESTIONS TEST FOR THE ABILITY TO READ, INTERPRET, AND APPLY RULES, REGULATIONS, DIRECTIVES, WRITTEN NARRATIVES AND OTHER RELATED MATERIAL. YOU WILL BE REQUIRED TO READ A SET OF INFORMATION, AND TO APPROPRIATELY APPLY THE INFORMATION TO SITUATIONS SIMILAR TO THOSE TYPICALLY EXPERIENCED IN A CORRECTIONAL SERVICES SETTING. ALL THE INFORMATION NEEDED TO ANSWER THE QUESTIONS ASKED CONCERNING THE SITUATIONS PRESENTED IS CONTAINED IN THE RULES, REGULATIONS, ETC., WHICH ARE CITED.

2. OBSERVING AND RECALLING FACTS AND INFORMATION

THESE QUESTIONS TEST FOR THE ABILITY TO OBSERVE AND RECALL INFORMATION PRESENTED. YOU WILL BE PRESENTED WITH INFORMATION DESCRIBING OR DEPICTING PRISON SCENES OR OTHER FACTS. YOU WILL HAVE A SHORT TIME TO OBSERVE AND MEMORIZE THE INFORMATION BEFORE IT IS COLLECTED BY THE MONITOR. YOU WILL THEN BE ASKED TO RECALL SPECIFIC DETAILS ABOUT THE INFORMATION PRESENTED.

3. 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.

4. UNDERSTANDING AND INTERPRETING WRITTEN MATERIAL

THESE QUESTIONS TEST HOW WELL YOU COMPREHEND WRITTEN MATERIAL. YOU WILL BE PROVIDED WITH BRIEF READING SELECTIONS AND WILL BE ASKED QUESTIONS ABOUT THE SELECTIONS. ALL THE INFORMATION REQUIRED TO ANSWER THE QUESTIONS WILL BE PRESENTED IN THE SELECTIONS; YOU WILL NOT BE REQUIRED TO HAVE ANY SPECIAL KNOWLEDGE RELATING TO THE SUBJECT AREAS OF THE SELECTIONS.

USE OF CALCULATORS: THE USE OF CALCULATORS IS **PROHIBITED** FOR THIS EXAMINATION.

A GUIDE FOR THE WRITTEN TEST FOR ENTRY-LEVEL CORRECTION OFFICER IS AVAILABLE ON THE NEW YORK STATE DEPARTMENT OF CIVIL SERVICE WEBSITE AT: www.cs.ny.gov/testing/localtestguides.cfm

CANDIDATES ARE ENCOURAGED TO VISIT THIS WEBSITE TO VIEW OR OBTAIN A COPY OF THIS PUBLICATION. CANDIDATES NOT HAVING ACCESS TO A COMPUTER OR THE WEB MAY OBTAIN A COPY OF THE TEST GUIDE BY CONTACTING THE SCHENECTADY COUNTY CIVIL SERVICE DEPARTMENT USING THE CONTACT INFORMATION GIVEN ELSEWHERE ON THIS ANNOUNCEMENT OR THE EXAM APPLICATION.

THE QUALIFYING SPANISH LANGUAGE ORAL TEST IS DESIGNED TO EVALUATE THE CANDIDATE'S ORAL PROFICIENCY IN THE SPANISH LANGUAGE, AT THE LEVEL APPROPRIATE FOR THE TITLE BEING FILLED. A **LEVEL 2** PROFICIENCY IN THE ABOVE LANGUAGE IS REQUIRED TO PASS THE QUALIFYING ORAL PROFICIENCY TEST FOR THIS TITLE. THIS IS EQUIVALENT TO HAVING A WORKING ORAL LANGUAGE PROFICIENCY WITH UNDERSTANDABLE, SMOOTH EXPRESSION AT A CONVERSATIONAL LEVEL OF COMMUNICATION. **WAIVERS:** IF YOU HAVE QUALIFIED ON A SPANISH LANGUAGE ORAL PROFICIENCY TEST, AT THE REQUIRED LEVEL OR A HIGHER LEVEL, ADMINISTERED BY A LOCAL JURISDICTION IN NEW YORK STATE WITHIN THE PAST **FIVE YEARS** OF THE DATE OF THE WRITTEN TEST, THE LANGUAGE ORAL PROFICIENCY TEST MAY BE WAIVED. IF YOU REQUEST A WAIVER, YOU MUST SUBMIT VERIFIABLE EVIDENCE OF QUALIFYING.

BASED ON THE RANKING ON THE WRITTEN TEST, ONLY A SUFFICIENT NUMBER OF CANDIDATES NEEDED TO FILL THE PRESENT VACANCIES WILL BE CALLED TO TAKE PART IN THE QUALIFYING LANGUAGE ORAL PROFICIENCY TEST. AS ADDITIONAL VACANCIES OCCUR, ADDITIONAL CANDIDATES WHO WERE SUCCESSFUL ON THE WRITTEN TEST PORTION OF THE EXAMINATION WILL BE INVITED TO TAKE THE QUALIFYING LANGUAGE ORAL PROFICIENCY TEST.

THE LANGUAGE ORAL PROFICIENCY TEST WILL BE RATED ON A PASS-FAIL BASIS. CANDIDATES MUST PASS BOTH THE WRITTEN TEST AND THE QUALIFYING FOREIGN LANGUAGE ORAL PROFICIENCY TEST IN ORDER TO BE ELIGIBLE FOR APPOINTMENT.

PHYSICAL AGILITY COMPONENTS/STATIONS:

CANDIDATES WILL GO FROM STATIONS I THROUGH IV. CANDIDATES WILL BE ALLOWED UP TO THREE MINUTES REST BETWEEN STATIONS. ONCE A STATION IS STARTED, IT MUST BE COMPLETED ACCORDING TO PROTOCOL. STATIONS ARE AS FOLLOWS:

Station I	Agility (Sidestep) – Starting from a center line, the candidate sidesteps alternately, first left then right, across Two (2) outside lines eight feet apart. The score is based on the number of lines crossed within ten (10) seconds.
Station II	Strength (Sit-up) – Candidate lays flat on the back, knees bent, heels flat on the floor, fingers interlaced behind the head. In the up position, candidate should touch elbows to knees and return with shoulder blades touching floor.
Station III	Endurance (Squat Thrust) – The candidate takes the erect standing position. At the command “Ready-Go”, the candidate bends the knees and places the hands on the floor. Then the candidate extends the legs backward, keeping the arms and body straight as in the push-up position. The candidate next returns to the squat position and to the erect position. One complete squat-thrust is counted each time the candidate returns to the starting position of the four position exercise. The candidate is not allowed to stop and rest between squat-thrusts. If the candidate does not assume each of the four positions during one cycle of the four count exercise, a foul is committed and the squat-thrust does not count. The time limit is one (1) minute. The candidates raw score is the total number of squat-thrusts successfully completed in the given time.
Station IV	Speed (90 yd Dash) – Candidate runs three (3) laps around two markers. The score is the amount of time to the nearest half second.

SCORING CHART

	AGILITY (sidestep)	STRENGTH (sit-up)	ENDURANCE (squat thrust)	SPEED (90 yd dash)
Candidate Raw Score:				
Achievement Level:				
10	27+	50+	44+	16.5 or less
9	25-26	45-49	39-43	17.0-18.5
8	22-24	41-44	35-38	10.0-20.0
7	21	36-40	32-34	20.5-21.5
6	20	32-35	30-31	22.0-23.0
5	18-19	28-31	27-29	23.5-24.0
4	17	23-27	24-26	24.5-25.0
3	15-16	20-22	21-23	25.5-26.5
2	13-14	15-19	18-20	27.0-28.0
1	10-12	11-14	14-17	28.5-29.5
0	0-9	0-10	0-13	30+
Candidate Level:				

The total fitness score is the sum of the achievement levels for the four components of the screening test.

TOTAL OF ALL FOUR CANDIDATE LEVELS	FITNESS LEVELS:			CANDIDATE FITNESS LEVEL (minimum passing level is 4)
		32+	10	
		30-31	9	
		27-29	8	
		25-26	7	
		22-24	6	
		19-21	5	
		16-18	4	
		14-15	3	
		11-13	2	
		8-10	1	
		0-7	0	

RETEST FOR QUALIFYING PHYSICAL FITNESS TEST: CANDIDATES WILL BE ALLOWED ONE RETEST PER CALENDAR YEAR.

MEDICAL AND PSYCHOLOGICAL SCREENING EXAMINATIONS: CANDIDATES WHO ACHIEVE A PASSING SCORE ON THE WRITTEN TEST AND THE PHYSICAL AGILITY FITNESS TEST WILL BE REQUIRED BY THE APPOINTING AUTHORITY TO PARTICIPATE IN A MEDICAL EXAM AND A PSYCHOLOGICAL SCREENING PROCESS. IF A CANDIDATE FAILS THE MEDICAL EXAM OR

THE PSYCHOLOGICAL SCREENING, HE/SHE MAY BE DISQUALIFIED AND PERMANENTLY REMOVED FROM THE CIVIL SERVICE ELIGIBLE LIST FOR THIS TITLE.

REMOVAL AND DISQUALIFICATION: REMOVALS AND DISQUALIFICATIONS FROM THE ELIGIBLE LIST OR FROM APPOINTMENT SHALL BE IN ACCORDANCE WITH NEW YORK STATE CIVIL SERVICE LAW SECTION 50.4.

**APPLYING FOR CIVIL SERVICE EXAMINATIONS IN
MULTIPLE JURISDICTIONS WHEN EXAMINATIONS
ARE SCHEDULED ON 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 NOTIFY OUR AGENCY, **SCHENECTADY COUNTY CIVIL SERVICE**, OF YOUR INTENT TO TAKE BOTH A STATE AND A LOCAL GOVERNMENT EXAMINATION. WHEN TAKING BOTH A **STATE** AND A **LOCAL** GOVERNMENT EXAMINATION YOU WILL BE REQUIRED TO TAKE ALL YOUR EXAMINATIONS AT A STATE EXAMINATION CENTER. YOU MUST COMPLETE A **CROSS-FILER FORM** INDICATING WHAT EXAMS YOU HAVE APPLIED FOR AND WE WILL NOTIFY NEW YORK STATE CIVIL SERVICE OF YOUR INTENT. YOU WILL BE ADVISED WHEN AND WHERE TO REPORT FOR YOUR EXAMINATIONS.

IF YOU HAVE APPLIED FOR MORE THAN ONE **LOCAL GOVERNMENT EXAMINATION** WITH MORE THAN ONE **LOCAL CIVIL SERVICE AGENCY**, YOU MUST NOTIFY EACH CIVIL SERVICE AGENCY TO MAKE ARRANGEMENTS. SCHENECTADY COUNTY HAS A **CROSS-FILER FORM** WHICH YOU MUST COMPLETE. YOU MUST MAKE YOUR REQUEST FOR THESE ARRANGEMENTS NO LATER THAN **TWO WEEKS** BEFORE THE DATE OF THE EXAMINATIONS. ON THE CROSS-FILER FORM YOU WILL INDICATE ALL EXAMS YOU HAVE SIGNED UP TO TAKE AND THE LOCATION YOU WISH TO BE TESTED AT. IF YOU HAVE QUESTIONS REGARDING THIS EXAMINATION CALL (518) 388-4233 OR WRITE TO SCHENECTADY COUNTY CIVIL SERVICE COMMISSION, 620 STATE STREET, SCHENECTADY, NY 12305.

NOTE: EMPLOYMENT WITHIN A SCHENECTADY COUNTY DEPARTMENT MAY BE SUBJECT TO PRE-EMPLOYMENT DRUG TESTING.

SEE GENERAL CONDITIONS ATTACHMENT

DATE RELEASED: 10/28/2014