

# ORANGE COUNTY

## CIVIL SERVICE EXAMINATION OPEN TO THE PUBLIC



**Exam to be held on Evaluation of Training and Experience During the following months:**

**MARCH** – for approved applications received November 15<sup>th</sup> - February 18<sup>th</sup>  
**JUNE** – for approved applications received February 19<sup>st</sup> - May 19<sup>th</sup>  
**SEPTEMBER** – for approved applications received May 20<sup>th</sup> - August 15<sup>th</sup>  
**DECEMBER** – for approved applications received August 16<sup>th</sup> - November 14<sup>th</sup>

To Apply : Print Exam application

| Examination No. and Title           | Salary                 | Processing Fee |
|-------------------------------------|------------------------|----------------|
| <b>#60048720 CORRECTION OFFICER</b> | <b>\$45,731 (Base)</b> | <b>\$50.00</b> |

This Training and Experience exam is anticipated to be held periodically throughout the year during the months above. Approved applications received from the dates noted above will be scheduled for the Training and Experience exam during the noted month.

This examination is being held to establish an eligible list in the above title for the Office of the Sheriff, Division of Corrections in Orange County. The resulting eligible list will be used to fill future vacancies.

A **\$50.00 non-refundable** application processing fee is required. Check or money order payable to the **Commissioner of Finance** must accompany application. A \$20.00 service charge will be imposed for checks returned for insufficient funds or like reasons. Please refer to the General Information section on the reverse of this page for information regarding eligibility for waiver of application processing fees.

**Application processing fees are non-refundable**, please compare your qualifications carefully with the requirements for the exam and file only if you are clearly qualified. If you are disqualified from the examination, your fee will not be refunded. Applications received without the required fee will be returned to you unprocessed. Please **compare your qualifications carefully** with the requirements for admission and file only if you are clearly qualified. Application processing fees are **non-refundable**. If you are disqualified from or fail to answer the questionnaire by the deadline, **your fee will not be refunded**.

**Minimum Qualifications Required for Admission to the Exam** - Candidates must **clearly indicate** possession of the following requirements:

- (A) Completion of sixty (60) college credits. **OR;**
- (B) Completion of thirty (30) college credits **and** one (1) year of paid work experience in any field including active-duty service in the armed forces\* of the United States. **OR;**
- (C) Possession of a High School or equivalency diploma **and** two (2) years of paid work experience as outlined in (B) above. **OR;**
- (D) An equivalent combination of education and experience as defined by the limits of (A), (B) and (C) above.  
*(i.e. fifteen college credits and one (1) year six (6) months of paid work experience, OR forty-five (45) college credits and six (6) months of paid work experience.)*

**\*\*Any service branch of the United States Armed Forces. If not currently active, must provide proof of honorable discharge.**

In addition, candidates must possess and maintain a valid driver's license. **Please submit a copy of your driver's license with your application.**

**Citizenship Requirement:** Candidates must be a United States citizen to participate in this examination. **Please be sure to provide this information in question 9 (b) on your application.**

You must submit a complete application. Be sure to **answer all questions including dates of employment (month/year), number of hours worked per week and a detailed description** of your paid experience as required by the qualifications noted above. A resume may NOT be submitted in lieu of completing the application. Applications that do not clearly indicate the required qualifications will be disapproved.

You must submit transcript(s) with your application or within thirty (30) days of filing an application if you are qualifying under option (A), (B) or (D). **Transcripts downloaded from the internet, grade reports or copies that do not identify the educational institutions are unacceptable for purposes of qualification.** Note: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. (If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.)

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**Candidates Must Also Meet the Following Requirements:**

**Successful candidates must be eligible for and have the ability to qualify as a peace officer.**

**Residency:** Appointees must become residents of Orange County or a resident of a county within the State of New York contiguous to the County of Orange (Ulster, Dutchess, Sullivan, Putnam, or Rockland County) within six (6) months after appointment, and must maintain residency in Orange County or a contiguous county in New York State throughout employment.

**Age Requirements:** Appointees must be not less than 20 years of age at the time of appointment. ***Please be sure to provide your date of birth in question #9 (a) on your application.***

**Physical and Medical:** Candidates must meet physical, psychological and medical standards as established by the County of Orange.

**Physical Requirements:** An appointee will be evaluated during the training period to ensure you are capable of performing the duties of the position. During training, your physical condition will be continuously evaluated to ensure you are capable of performing the functions of the job. Satisfactory completion of an abilities test to perform standard Correction Officer functions will be required prior to the conclusion of training. Those unable to meet such standards will not be retained.

**Residential Preference:** Preference in certification may be given to residents of Orange County. "Residents" shall be adjudged to be those whose fixed and permanent domicile is within the boundaries of Orange County prior to the scheduled written exam date posted on the front of this announcement and through time of appointment. If your mail is sent to a post office box, you **MUST** also indicate your street address. Any change of address received **after the scheduled exam date** posted on this announcement, resulting in a change of county residence will result in the **loss of previous** county residency preference. For example: If a candidate's address on their application is confirmed to be in Orange County and such candidate moves to Rockland County, this candidate will lose the residency preference for Orange County. If a candidate's residence is confirmed to be in Rockland County and this candidate moves to Orange County, this candidate will not gain new residency in Orange County if such change of address notification was received after the scheduled exam date.

**Special Note:** All applicants are subject to satisfactory completion of an inclusive background investigation. Such investigation requires that all prospective candidates for employment be fingerprinted at own cost. Conviction of a felony will bar employment. Conviction of a misdemeanor(s) and/or other offense(s) will be reviewed on a case by case basis and may bar an applicant from examination and/or appointment.

**Character and Background:** Applicants may be called upon to authorize access to educational, financial, employment, criminal history, social media activity, and mental health records. Family, neighbors, associates, and others may be interviewed. Derogatory information will be evaluated and may result in disqualification. Pursuant to Orange County Rule X, and Civil Service Law Section 50.4, the following factors may be cause for disqualification:

- Lack of any of the established requirements for admission to the examination or for appointment to the position;
- Disability which renders the candidate unfit to perform in a reasonable manner the duties of the position;
- Dismissal from a permanent position in the public service due to charges of incompetence or misconduct;
- Intentional making of a false statement of any material fact in candidate's application;
- Practice, or attempt to practice, any deception or fraud in candidate's application, examination, or in securing eligibility or appointment;
- Dismissal from private employments because of habitually poor performance;
- Lack of good moral character;
- A record of disrespect for the requirements and processes of law, including repeated traffic offenses or disregard of summonses for traffic offenses;
- Refusal to permit the Orange County Department of Human Resources to investigate matters necessary for the verification of candidate's qualifications, or otherwise hampering, impeding or failing to cooperate with said department in such investigation.

**Testing/Screening:** ***To be considered for employment all candidates must successfully complete a psychological examination.*** Candidates will be subject to psychological testing, polygraph testing and/or fingerprinting and may be required to pay fees for the administration and processing of such testing/screening. ***Applicants are subject to testing for drugs (including but not limited to marihuana) at the time of their interview and subsequently. Use of marihuana or illegal drugs disqualifies a person from becoming a Correction Officer.***

**Veteran's Credits:** Veterans who are eligible for additional credit must submit an application for veteran's credit with their application or prior to the establishment of the eligible list. Applications for veteran's credits are available at the Department of Human Resources and on the Orange County website. *Veteran's credits can only be added to a passing score on the examination.* Candidates currently in the armed forces may apply for and be conditionally granted veteran's credit on the examination. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. *It is the responsibility of the candidate to provide appropriate documentary proof of service as defined in Section 85 of the Civil Service Law and receipt of an honorable discharge, release under honorable conditions, or meet the requirements of the Restoration of Honor Act in order to be certified at the higher ranking.* Conditional veteran credits may be awarded to candidates that have noted they are a veteran on the application and completed the veteran credit application. *However, no credit may be granted after the establishment of the list.*

**Duration of Eligibility:** This examination is being held on a continuous recruitment basis. The Training and Experience exam will be held periodically. Successful candidates who meet the qualifications and answer the questionnaire by the deadline which will be noted on an admittance letter, will have their names placed on the eligible list in the order of final scores, regardless of the date on which they filed or took the test. **A candidate's eligibility will be for a period of two years beginning on the date their name was added to the list. Candidates are permitted to participate in this examination at two-year intervals.** The Orange County Department of Human Resources reserves the right to terminate the continuous recruitment program at any time.

**Review Opportunity:** This Training and Experience was prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, rules and regulations dealing with the preparation and scoring of examinations apply to this test. No review is available for the Training and Experience as the opportunity for retest exists.

**What the Job is Like:** Under the direct supervision of a higher-ranking officer, incumbents in this class are responsible, on assigned shifts, for the care, custody and control of the male or female residents of the Orange County Jail. Work is carried out in accordance with established procedures and may, at times, require strenuous physical exertion in dealing with uncooperative inmates. Working at their assigned and various posts correction officers are expected to participate in a team effort with various Mental Health staff to help the individual inmate. Correction Officers are required to work various shifts and/or weekends and be available for special assignments on a twenty-four (24) hour basis. Incumbent does related work as required.

**Subject of the Examination** - (Correction Officer Series) There will be no written multiple-choice test for this examination. 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 11:59 pm the deadline that will be noted on your admittance letter.

**First Step:** Candidates must complete an examination application and return it to the Orange County Department of Human Resources. **You should submit all of your education and work experience on your application.**

**Second Step:** Approved candidates will be sent a notice containing directions to a website address needed to complete a Training and Experience Questionnaire. Refer to the above dates of submission, a letter will be mailed to you. There will be a deadline to complete the questionnaire. Candidates will be allotted one month to complete the questionnaire.

**Third Step:** Complete the online Training and Experience Questionnaire between the **allotted time frame on the letter you receive.** 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 was received. Be sure not to exclude any of your experience, training, and education!

**Candidates who fail to submit a questionnaire by 11:59 pm on the deadline noted on your admission letter will not receive a rating and will be disqualified from this examination and will need to reapply.**

## GENERAL INFORMATION - PLEASE READ CAREFULLY

When the examination is prepared and rated by the New York State Department of Civil Service in accordance with 23.2 of the Civil Service Law, the administration of this examination, including rating and review, is governed by the provisions of New York State Civil Service Rules and Regulations. The passing grade for this examination is 70.

**APPLICATIONS:** Candidates, may apply online for exams with a "login" button. Candidates wishing to obtain a hard copy may print the application, by visiting [www.orangecountyny.gov](http://www.orangecountyny.gov), or by visiting the Department of Human Resources between normal business hours. For applicants not able to print a copy or visit this office, you may request a paper application by sending a self-addressed, stamped, legal-sized envelope to the Orange County Department of Human Resources at 255 Main Street, Goshen, NY 10924.

**HOW TO APPLY:** If applying by US Postal Mail, completed applications must be postmarked no later than the last filing date shown on the front of this announcement or, if not mailed, must be received in the Department of Human Resources no later than 4:59 PM on the last filing date established for this examination. Candidates applying online must submit their application online by 11:59 p.m. eastern standard time on the last filing date shown on the front of this announcement. It is recommended that you not wait until the last moment to apply in case a problem may arise during your submission process. The burden of ensuring a timely application is received rests solely on the candidate. The date imprinted by a postage meter is NOT construed as a postmark. The application is part of the testing process: It must be completely filled out, with all pertinent information provided, or disapproval may result. Reference is not made to applications already on file. False or deliberately exaggerated statements may result in disqualification. Do not submit a resume in lieu of an application. Ambiguity and vagueness will not be resolved in your favor. If your application is disapproved, you will be so notified and given an opportunity to submit qualifying information. Failure to furnish such information or other requested information within the time frame specified may be cause for disapproval. Applications faxed or emailed to this office will not be accepted.

**APPLICATION PROCESSING FEE:** If an application processing fee is specified on the front of this announcement it must accompany the application. A check or money order payable to the Commissioner of Finance is the only acceptable form of payment if applying by mail or in person. Write the examination number and your social security number on the check or money order. Do not send cash. Online exam application submission requires a debit/credit card payment or an approved fee waiver. As APPLICATION PROCESSING FEES ARE NOT REFUNDABLE, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

**APPLICATION PROCESSING FEE WAIVER:** Application processing fees may be waived for those candidates who are unemployed and primarily responsible for the support of a household. Individuals who can be claimed as a dependent on any other person's tax return are NOT eligible for waiver as head of household. In addition, fees may be waived if you are determined eligible for Medicaid, or receiving Supplemental Security Income (SSI) 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.*** Candidates who are not approved for a fee waiver will be notified and have (2) two business days from notification of unacceptance to submit payment in the form of a check or money order. Failure to submit payment will result in your application being unprocessed. Candidates interested in this waiver must submit a "Request for Application Fee Waiver and Certification" form with their application by the last filing date noted on the announcement. Waiver forms can be obtained from the Orange County Department of Human Resources, Civil Service Unit, 255 Main Street, Goshen, NY 10924 or on the web at [www.orangecountyny.gov](http://www.orangecountyny.gov).

**MULTIPLE EXAMINATIONS:** If you have applied for another Civil Service Examination with New York State or other local government jurisdiction scheduled for the same date as this exam, **you must** notify all civil service agencies involved of the dual candidacy. You must make arrangements to take all exams at one test site as soon as possible, in any event no later than two weeks before the exam date. For all examinations for positions in New York State you have to sit at a State examination center. The maximum time allowed for any combination of exams is eight hours.

**REASONABLE ACCOMMODATIONS, SPECIAL ARRANGEMENTS, ALTERNATE TEST DATES, MILITARY PERSONNEL:** If you require reasonable accommodations as a disabled person, or special testing arrangements as one in need of religious accommodation, or are an alternate test date candidate (in accordance with Alternate Test Date Policy), or an active member of the military away from the area on the scheduled test date, clearly indicate this fact on the application. All such requests must be supported by appropriate documentation.

**VERIFICATION OF QUALIFICATIONS:** In reviewing applications for open-competitive and promotional examinations, where a year or more of experience is minimally required, a tolerance of thirty (30) days is allowed in meeting said requirements. The amount of experience required in the minimum qualifications is based upon the presumption of a thirty-five (35) hour workweek. Part-time experience is pro-rated, unless otherwise specified on this announcement. Unpaid, verifiable volunteer experience may be substituted for an equivalent amount of the required experience unless the minimum qualifications specify otherwise. To be credited as experience of the type specified in the qualifications, the major function and primary emphasis of the duties performed must be of that type. Duties incidental to a person's job may not be credited. An applicant who has falsified or misrepresented any information, or who is found to lack any of the established requirements for admission to the exam or for appointment from the resultant eligible list, may be denied the opportunity to be examined. After examination, such a candidate may not be included on the eligible list, or may be removed or restricted from the eligible list.

**CREDENTIALS:** Only college transcripts may be used to demonstrate possession of claimed post-secondary academic credentials. Thirty (30) credit hours equals one year of college in evaluating a candidate's qualifications. Foreign post-secondary educational achievement must be independently evaluated to ascertain equivalency to education attained in the United States.

## **GENERAL INFORMATION (continued)**

**ADMISSION TO EXAM:** Accepted candidates will be notified by letter approximately one week prior to the exam date when and where to appear for the exam. You should call this office if you do not receive a notice three days prior to the exam. You may not be admitted to the exam room without official notice, or more than one half hour after an exam has begun. Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery operated basic calculators. Cell phones, programable or graphing calculators and devices with typewriter keyboards, spell-checkers, personal digital assistants, address books, language translators, dictionaries and any electronic and/or communication device (e.g., smart watch, Fitbit, iPad, tablet, headphones, etc.) or any similar devices are strictly prohibited. You may NOT bring books or other reference materials.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:** 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 BOCES 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 extensive investigation of criminal history and background, which will include a fingerprint check, to determine suitability for appointment. Costs related to such investigation may be borne by the applicant. Failure to meet the standards of investigation may result in disqualification.

**ELIGIBLE LIST:** Eligible lists will be established on the basis of passing grades received by the candidates in the competitive portions of the examination. Medical, physical and other appropriate non-competitive qualifying tests may be conducted as the need for certification from the eligible list may require. The resulting eligible list will be used to fill appropriate vacancies as they occur in the agencies listed on the face of this announcement. Lists resulting from promotion exams are certified first.

**VETERANS:** Non-disabled and disabled war veterans who are eligible for additional credits added to an earned passing score must submit an application for veterans credits in conjunction with each application filed. Candidates who wish to claim veterans credits should request an application and information sheet from this office, or from the monitor at the examination site. Completed forms, including proof of war service (Form DD-214), must be received before the eligible list for the examination is established. An applicant currently in the Armed Forces may request and receive additional credit, but must meet all criteria for such credit prior to its use.

**CHANGE OF ADDRESS:** It is the candidate's responsibility to notify this department of any changes of name and/or address. Please include examination number on all correspondence.

**RESIDENTIAL PREFERENCE:** There is no residence requirement for exam, unless specified on the front of this announcement. Preference in appointment from open-competitive lists may be given to residents of the jurisdiction making the appointment. In accordance with law or resolution, you may be required to become a resident to secure appointment. All appointments will be made pursuant to applicable laws including but not limited to NYS Public Officers Law and the local laws of Orange County.

**ADDITIONAL EXAMINATION CREDIT TO CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:** 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 exam 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. A candidate claiming such credit has a minimum of two months from the application deadline to provide documentation to verify additional credit eligibility. No credit may be added after the eligible list has been established.

**NEPOTISM:** Executive Order #1 of 1983 holds that no one in the immediate family of anyone employed by Orange County Government shall hold a position of employment in direct line of supervision as his or her relation.

**EQUAL OPPORTUNITY:** It is the County's policy to ensure equal employment opportunities to all county employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, military or veteran status, sexual orientation or any other protected characteristic or conduct in accordance with applicable federal, state and local laws.

**WARNING:** Anyone found unlawfully possessing or disclosing questions or answers from civil service exams, or giving or taking test information from another candidate during the exam, or anyone found taking a civil service exam for someone else or enlisting another person to take an exam for another, will be subject to being disqualified from that exam and may be barred from taking any further exam with the Orange County Department of Human Resources and may be subject to other penalties as prescribed by law.

**For further information call or visit:**  
**Orange County Department of Human Resources**  
255 Main Street  
Goshen, NY 10924  
(Tel: 845- 862-7300)  
**Hours: 9:00 A.M. to 5:00 P.M. Monday through Friday**  
**Website: [www.orangecountyny.gov](http://www.orangecountyny.gov)**