



# Department of Human Resources & Civil Service

## Promotional Exam Announcement

Please Post Conspicuously

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County Executive

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Director

### Monroe County Office of the Sheriff

## P-75290

## Deputy Sheriff Jailor - Corporal

Application Fee:	None
Examination Date:	October 11, 2014
Application Deadline:	September 4, 2014 – Applications must be submitted online or filed in our office by 5PM or postmarked by this date
Who May Apply:	Qualified employees of the Monroe County Office of the Sheriff
Salary:	\$43,654 - \$69,410 annually
Employment Opportunities:	The results of this exam may be used to fill vacancies, which may occur during the life of the eligible list.

#### Minimum Qualifications:

Candidates must be permanently employed in the competitive class in the **Monroe County Office of the Sheriff** and must have served continuously on a permanent basis for **twenty-four (24) months** holding the position of **Deputy Sheriff Jailor** immediately preceding the date of the written test.

Any person, otherwise meeting the requirements for an examination, who was laid off from an agency for which the examination is being held, and whose name is presently on a preferred list is eligible to compete in the examination. When completing the application, such person should be sure to indicate his/her present employment and/or the title and location of his/her last permanent employment in the municipality.

#### Description of Duties:

This position is responsible for assisting the Deputy Sheriff-Jailor Sergeants in maintaining the safety and security of the Monroe County Jail including overseeing the care, custody, and well-being of inmates, and ensuring that operations are carried out in accordance with established policies and procedures. Deputy Sheriff Jailor Corporals are assigned to a particular unit such as Housing or Transport. This position differs from Deputy Sheriff Jailor-Sergeants due to the responsibility of handling less complex situations that require a lower degree of decision making, and having more contact with inmates on a daily basis. Deputy Sheriff Jailor-Corporals report directly to, and work under the general supervision of, a higher level staff member with leeway allowed for independent judgment. General supervision may be exercised over lower level staff.

#### Scope of Examination:

This examination will consist of two parts: a written test (80% of final rating) and performance appraisals (20% of final rating). Candidates must achieve a passing score (70) on the written test in order to have the weighted average of their last three annual performance appraisals added to their final score or, if fewer than three performance evaluations, the number of performance evaluations contained in their personnel file prior to the test date.

The **written, multiple-choice test** will cover knowledge, skills and/or abilities in such areas as:

210 County Office Building, 39 West Main Street, Rochester, NY 14614-1471

PHONE: (585) 753-1700 TTY: (585) 753-1091 WEB SITE: <http://www.monroecounty.gov>

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An Equal Opportunity Employer

**Deputy Sheriff Jailor - Corporal, P-75290  
(Monroe County Office of the Sheriff)**

1. Laws, rules and regulations for correctional facilities

These questions test for knowledge of the NYS Minimum Standards for state, county and local correctional facilities and for NY Correction Law 500 a-c. These questions may cover such areas as inmate admissions/discharge, rights, care, custody, movement and programs.

2. Maintaining security and responding to emergencies in a correctional facility

These questions test for the ability to recognize and respond to security problems and emergency situations similar to those encountered by a first-line correctional supervisor. These questions cover such areas as enforcing security procedures, identifying security problems, maintaining control of inmate movement, conducting searches, investigating incidents, responding appropriately to security situations and controlling and containing emergencies.

3. Supervision in a correctional facility

These questions test for the ability to plan, organize and control the activities of a work unit in a correctional services setting. These questions cover such areas as work scheduling, evaluating and training staff, demonstrating leadership, maintaining work standards, resolving staff conflicts and dealing with problems of motivation, 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.

**Calculators and Reference Materials:**

The use of calculators is **PROHIBITED** for this exam. You may not bring books or other reference materials.

This written examination is being 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 rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

A **“Guide to Taking the Written Test for the First Line Correction Supervisor Series”** is available at the Monroe County Civil Service Office in Room 210, County Office Building, 39 West Main Street, Rochester, NY 14614. The guide is also available on the Monroe County Web Site listed at the bottom of this page or by sending a self-addressed, stamped envelope to the above address. This guide contains sample test questions similar to the question that will be used in this written test.

----- **BASIC CIVIL SERVICE INFORMATION** -----

**Applications:**

If you are applying for more than one exam, a separate application is required for each exam. Applications may be obtained at the address or web-site indicated at the bottom of the first page of this announcement.

**Candidates must record the Exam Number and Title on the Application.**

**Seniority:**

Seniority points will be added to the score of every passing candidate at the rate of one (1) point for each appropriate five (5) year period for each year of continuous permanent service calculated to the **date of original entry as a full-time employee** in the **Jail Bureau** in accordance with the following schedule.

Less than 1 year .....	0 Points
1 year up to 6 years .....	1 Point
Over 6 years up to 11 years .....	2 Points
Over 11 years up to 16 years .....	3 Points
Over 16 years up to 21 years .....	4 Points
Over 21 years up to 26 years .....	5 Points

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Seniority points will be calculated at the time of written examination.

**Certifications and Appointments:**

The eligible list resulting from this examination will be established in accordance with the final earned numerical rating of passing candidates regardless of residence.

**Veteran's Credits:**

Veterans entitled to and wishing to claim additional points must file in the Monroe County Department of Human Resources an Application for Veteran's Credits (VC-1) form, and a copy of their military discharge papers (DD-214). Disabled veterans must also file two (2) copies of an Authorization for Veteran's Disability Record (VC-4) with Veterans Affairs. These forms are available at the Monroe County Department of Human Resources and must be filed within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

Candidates currently on active duty may apply within thirty (30) days of the examination. Upon discharge, candidates must submit a copy of their military discharge papers (DD-214). Any extra points will be applied upon our receipt of the discharge papers.

**Active Military Members:**

Special testing arrangements may be available to applicants who are active military members. For further information contact the Monroe County Department of Human Resources before submitting an application.

**Special Arrangements for Examination:**

If you need an alternate test date because you are a Religious Observer [for religious reasons, cannot be tested on date of examination(s)], if you have a disability that requires special accommodations for you to participate in an examination, or if you require any other kind of special accommodations, you must notify us at the address or telephone numbers listed on the front page of this announcement by the application deadline. Indicate your request on the front of your application for each exam, and under separate cover submit a statement outlining the reason for your request, the exam number(s) and title(s), and attach supporting documentation.

**Multiple Exam Takers:**

Persons also applying for examinations offered by the City of Rochester and/or New York State Civil Service Commission held on the same date must complete a crossfiler form, available from the Monroe County Department of Human Resources, which will provide for special arrangements. Arrangements must be made to take **ALL** examinations at **ONE** test site. Unless this form is filed with the Monroe County Department of Human Resources three (3) weeks prior to the exam date, we cannot ensure that such arrangements will be made. **If you are taking multiple exams on the same date with Monroe County Civil Service Commission only, you do not have to file a cross-filer form.**

Candidates taking more than one (1) exam in different exam series will be allowed the specified length of time for each exam, up to a maximum of eight (8) hours. Example: If you are taking one (1) exam which allows six (6) hours and another exam in a different series which allows four (4) hours, you must complete both tests in eight (8) hours, but you can spend no more time on each exam than the time allotted for that exam.

Candidates taking more than one (1) exam in the same exam series will be allowed up to the specified length of time for each exam. Example: If you are taking two (2) exams in the same series with a maximum time of five (5) hours for each exam, you can spend no more than five (5) hours to complete both exams.

**Admission to Examination:**

All applications will be reviewed after the "Closing Date for Filing" listed on the front page of this announcement. If there is a problem with your application, you will be notified in writing and given an opportunity to submit additional information to support your application. If there are no problems with your application, you will be sent an admission notice approximately one week before the exam date. If you have not received your admission notice to appear for the examination three days before the date of the exam, call the Monroe County Department of Human Resources at (585) 753-1700.

**Issue Date:** August 14, 2014