



# Department of Human Resources & Civil Service

## Open Competitive Exam Announcement

Please Post Conspicuously

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RE-ISSUED

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### OC-66652

## Deputy Sheriff - Jailor

- Examination Date:** **December 15, 2022** – (Note: change in exam date and format) This exam will be administered online. All candidates who meet the minimum qualifications will be sent further details on this date.
- Application Deadline:** **November 29, 2022** – Applications must be submitted online or filed in our office by 5PM or postmarked by this date
- Who May Apply:** **Qualified applicants**
- Salary:** **\$41,925 - \$75,904 annually (Monroe County Office of the Sheriff)**
- Employment Opportunities:** **The results of this exam may be used to fill vacancies, which may occur during the life of the eligible list.**

A promotional exam is also being offered for qualified employees of **Monroe County Office of the Sheriff**.

**NOTE: If you are participating in the December 10, 2022 written exam for Correction Officer with another civil service agency, you can also participate in this examination.**

**Minimum Qualifications: Candidates must meet the following minimum requirements on or before December 15, 2022:**

Graduation from high school or possession of an equivalency diploma.

**Special Requirements:**

Driver's license: Applicants must possess a valid New York State Class \*D\* driver's license at the time of appointment.

**Examination Residency Requirement:**

There is no residency requirement to participate in the examination.

**Additional Information:**

1. Applicants must meet physical and medical standards established by the Monroe County Civil Service Commission.
2. Psychological/Backgrounds Investigation: Applicants will be subject to an extensive pre-employment background investigation and psychological evaluation.
3. Conviction of a felony will bar appointment.
4. Citizenship: Must be a United States citizen per Public Officers Law.
5. Residency: Must be a Monroe County resident per Public Officers Law.
6. Deputies must successfully complete a training course mandated by the New York State Commission of Correction during the probationary period or otherwise be removed from the position.

**Description of Duties:**

This position is responsible for assisting with maintaining the safety and security of the Monroe County Jail, overseeing the care, custody, and well-being of incarcerated individuals, and tending to their daily personal needs. Work is carried

out in accordance with established rules, regulations and procedures and involves substantial contact with incarcerated individuals on a daily basis. Deputies are assigned to a particular unit such as Housing or Transport. Deputies report directly to, and work under the general supervision of, a higher level staff member with leeway allowed for independent judgment.

**Scope of Examination:**

There will be no written or oral test for this 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.

Candidates must first complete an examination application and return it to the **Monroe County Department of Human Resources** on or before the last filing date of **November 29, 2022**.

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 Questionnaire will be available on December 15, 2022 and approved candidates will be required to complete and submit this questionnaire between December 15, 2022 and midnight, January 15, 2023.** NOTE: Candidates will not be able to claim any credit for training or experience gained after the application filing deadline of **November 29, 2022**.

Candidates who fail to submit a questionnaire by midnight, **January 15, 2023** will not receive a rating.

This 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 of examinations will apply to this examination.

**Qualifying Physical Fitness Test:**

The three elements measured in the qualifying physical fitness test are muscular endurance, absolute strength and cardiovascular capacity. The following is a brief description of the physical fitness test.

Muscular Endurance – The requirement is for a number of bent-leg sit-ups to be performed in one minute.

Push-Up – This test measures muscular endurance of the upper body (anterior deltoid, pectoralis major and triceps). The requirement is for a number of full body repetitions that a candidate must complete without breaks.

Cardiovascular Activity – 1.5 mile run; the requirement is for the attainment of a score calculated in minutes and seconds.

The Monroe County Civil Service Commission uses the physical fitness-screening test adopted by the Municipal Police Training Council which is based on the model formulated by the Cooper Institute of Aerobics Research. The minimum passing scores, depending on age and sex, represent the thirtieth (30<sup>th</sup>) percentile of physical fitness as established by the Cooper Institute. Failure on a part of the qualifying test will remove your name from further consideration for appointment.

----- **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.**

**Note:**

Submission of a resume does not relieve you of the responsibility for completing all sections of the official application. The resume is a supplement to the application, and not a substitute for it. To receive credit for a job, basic employment information such as address, name and title of supervisor, average number of hours in the workweek, final salary, reason for leaving, specific job duties, your job title, etc. must be shown.

**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. A municipality or district may exercise its right under Section 23 of the Civil Service Law to request an initial certification of eligibles who have been residents of that municipality or district for at least one (1) month on the date of certification and who are also legal residents of the appointing jurisdiction at the time of appointment, in accordance with their numerical rating. After the names of residents have been exhausted the Commission must then certify in regular rank order the names of non-residents on the list.

**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.

**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.

**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.

**Children of Firefighters and Police Officers Killed in the Line of Duty:**

In conformance with section 85-a of the Civil Service Law, 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 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 must provide the necessary documentation to verify additional credit eligibility within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

**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:** September 9, 2022

**Re-issued:** October 31, 2022