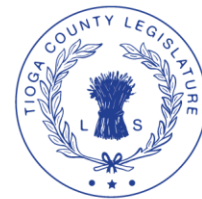


Personnel and Civil Service



NOTICE OF VACANCY CORRECTIONS OFFICER

Date of Issue: 05/13/2019 The work involves responsibility on an assigned shift for 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 duties involve constant interaction with inmates, and supervision in work, recreation and learning environments. The work is performed in accordance with established policies and procedures of the Sheriff's Office. While work procedures are well defined, incumbents must be alert to the possibilities of emergency situations arising and exercise sound judgment when problems occur. The work is performed under immediate supervision of a Sergeant or other higher ranking member of the Sheriff's Office. Does related work as required.

The title of Corrections Officer is **Competitive**, requiring applicants to meet minimum qualifications established for the position and successfully meet civil service examination requirements. An examination is tentatively scheduled for **02/01/2020**. Pending a criminal background check*, a provisional appointment may be made to this position. Permanent appointment will be dependent upon participation in the examination AND being reachable from the resulting eligible list.

Status: Provisional, pending permanent appointment from eligible list
Work Hours: Full time, shift work and over-time
Salary: \$37,208 (per NCEU / TCCA); benefit package available including: health, dental and vision insurance, paid leave time, NYS Retirement System, Deferred Compensation Plan
Location: Tioga County Sheriff's Office

MINIMUM QUALIFICATIONS Applicant must be a high school graduate or possess a high school equivalency issued by an education department of any of the states of the United States or a holder of a comparable diploma issued by any commonwealth, territory or possession of the forces certifying successful completion of the tests of general educational development, high school level.

NOTE: Applicants who do not possess a high school diploma or high school equivalency (HSE) or who are in the process of completing such coursework will be allowed to participate in the examination. Candidates would not be eligible for appointment until the diploma has been obtained. For information on how to obtain a New York State HSE, please visit the NYS Education Department online: <http://www.acces.nysed.gov/hse/high-school-equivalency-hse> Phone: (518) 474-5906; or email: hse@nysed.gov

SPECIAL REQUIREMENTS:

- 1) Possession of a valid license to operate a motor vehicle will be required at time of appointment and continuously during employment to perform essential duties occurring during the normal course of work.
- 2) Successful completion of the following prior to completion of the probationary period: NYS Department of Criminal Justice and the Office of the Sheriff training, defensive tactics, and intermediate weapons training.
- 3) Successful completion of an agility test, background investigation, and psychological test will be required for permanent appointment.

Apply to:

Tioga County Department of Personnel & Civil Service: www.tiogacountyny.com

To down load application: <https://www.tiogacountyny.com/media/2134/application2016january.pdf>

Apply by: APPLICATIONS WILL BE ACCEPTED UNTIL POSITION HAS BEEN FILLED.

Tioga County applications are available on our website. Resumes may be submitted but MUST accompany an application. Applicants MUST clearly describe education and/or work and volunteer experience to explain how they meet the minimum qualifications for the position. Omissions or vagueness will not be interpreted in an applicant's favor.

*Criminal background checks will be conducted upon a conditional offer of employment. Depending upon the position sought, conviction of a felony, misdemeanor or other offense may bar appointment. At the discretion of the appointing

TIOGA COUNTY, NEW YORK

Personnel and Civil Service

Ronald E. Dougherty County Office Building 56 Main Street Owego, NY 13827



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Bethany O'Rourke Personnel Officer

authority, additional screenings may include but will not be limited to: fingerprinting, psychological, and or drug testing. If requested, a candidate will be required to authorize access to educational, employment, financial, or other records.