



CONTINUOUS RECRUITMENT OPEN-COMPETITIVE EXAMINATION

APPLICATIONS ACCEPTED CONTINUOUSLY TESTS HELD PERIODICALLY

| Examination No. & Title | Salary Grade | Beginning Salary | Job Rate of Full Level G-14 |
|---|--------------|------------------|-----------------------------|
| 20-615010 Correction Officer Trainee | NS | \$53,223 | \$68,716 |
| 20-616010 Correction Officer Trainee (Spanish Language) | NS | \$53,223 | \$68,716 |

ONLINE APPLICATION PROCESS AVAILABLE at <https://www.cs.ny.gov/jobseeker>

NO APPLICATION PROCESSING FEE REQUIRED

Appointees who work in the five boroughs of New York City or in Nassau, Suffolk, Rockland, or Westchester Counties will receive an additional \$3,649 annual downstate adjustment. Appointees who work in Dutchess, Orange, or Putnam Counties will receive an additional \$1,359 annual mid-Hudson adjustment.

Minimum Qualifications: At the time of appointment, you must meet the following requirements:

1. You must be at least 21 years of age.
2. You must have graduated from high school or have earned a high school equivalency diploma (such as a GED) or have attained a higher-level degree requiring a high school level education (i.e., associate, bachelor's).
3. By New York State law, a Correction Officer is a peace officer and must be qualified to hold such office and must be a United States citizen.
4. Correction Officers are Public Officers. Therefore, although New York State residency is not required to take the training and experience examination, New York State residency is required to accept and continue employment.

Additional Requirements for Appointment:

1. All appointees will be employed as trainees.
2. Your high school diploma, equivalency diploma, or degree must have been awarded by a high school, college or educational institution accredited by a regional, national, or specialized agency recognized as an accrediting agency by the United States (U.S.) Department of Education/Secretary of Education. If awarded by an institution outside of the U.S. and its territories, you must provide independent verification of equivalency. A list of companies that provide these services (fees must be paid to the company you choose) can be found at: <http://www.cs.ny.gov/jobseeker/degrees.cfm>.
3. **Language Proficiency:** If you pass the examination and apply to a title which requires language proficiency, you must demonstrate your language proficiency at a level that will ensure your ability to perform the duties of the position properly. The proficiency test will only be given to enough candidates to fill current vacancies.
4. If you submit an application for No. 20-616010 Correction Officer Trainee (Spanish Language), an application will automatically be submitted for you for No. 20-615010 Correction Officer Trainee.
5. **Physical/Medical Requirements:** Your physical and medical condition will be evaluated to ensure that you are able to satisfactorily perform the duties of this position with or without reasonable accommodation. The physical/medical standards include a fitness test, a medical standards evaluation, and a substance abuse screening. A complete statement of the physical and medical standards is available at: <http://www.cs.ny.gov/ehs/forms.cfm>. A medical examination will be required prior to appointment. Appointees to this position may be required to undergo periodic medical examinations to reassess their ability to perform the essential duties of the position.
6. **Drug Testing:** Prior to appointment, you will be required to participate in a drug-screening test. Cannabis use is not permitted for employees in this title. Cannabis use will be tested for during the pre-employment screening process and may be the basis for disqualification for employment or may be a basis for removal from employment. A complete statement of drug testing for this title is available at: <http://www.cs.ny.gov/ehs/forms.cfm>.
7. **Psychological Evaluation:** You must participate in a psychological evaluation to determine your fitness to perform the essential duties of the position prior to appointment.
8. You must be able to communicate and follow oral and written instructions and directions in English in order to perform the duties of the position.
9. There is no processing fee for this examination.

The Positions: These positions are located throughout New York State in various facilities of the New York State Department of Corrections and Community Supervision.

Duties: As a **Correction Officer**, under the direct supervision of a higher-ranking officer, you would be responsible for the custody and security, as well as the safety and well-being, of incarcerated individuals in New York State Correctional Facilities. You would supervise the movement and activities of incarcerated individuals, make periodic rounds of assigned areas, conduct searches for contraband, maintain order within the facility, and prepare reports as necessary. You would advise incarcerated individuals of the rules and regulations governing the operation of the facility and assist them in resolving problems. You would have a high degree of responsibility for your actions and decisions. You would play a large role in the rehabilitative process related to the incarcerated population. You may also be required to carry firearms in the performance of certain duties and to perform other related work as required.

Background Investigation: You will undergo a thorough background investigation to determine your suitability for appointment as a Correction Officer. Conviction of a felony will bar appointment. Conviction of misdemeanors or violations of law may bar appointment. A person adjudicated as a youthful offender may be disqualified from appointment. Failure to meet the standards for the background investigation will result in disqualification. Fingerprinting is required and you will be responsible for paying the fee.

Character and Fitness: Each potential appointee will be the subject of a thorough investigation to help determine character and fitness, and also to verify information provided by the applicant. Applicants must authorize access to educational, financial, military, employment, criminal history, and mental health records. Information contained in such records will be reviewed and evaluated and, if found to be inconsistent with the qualifications for appointment, will result in disqualification. Candidates who receive a satisfactory evaluation on the background investigation and meet all other administrative requirements, will be considered for appointment.

Traineeship: As a Correction Officer Trainee, you will be required to participate in and satisfactorily complete all requirements of a 12-month traineeship program before you can advance to Correction Officer. Upon initial appointment, you must attend the DOCCS Training Academy, which is a paid training program structured in a paramilitary environment. You must reside at the Training Academy Sunday evenings through Friday afternoons for a period of 8 weeks. The Training Academy program will include academic courses in emergency response procedures and concepts and issues in corrections. You will also receive physical training to develop fitness, strength, and stamina. Failure to maintain the required academic standing, demonstrate proficiency (qualify) with department issued firearms, demonstrate proficiency in department approved defensive tactic techniques, obtain certification in cardiopulmonary resuscitation (CPR), or meet the physical standards will result in your employment being terminated. Upon graduation from the Training Academy Program, you will be a New York State Peace Officer and receive field training for 4 weeks; then be assigned to full duty at a Correctional Facility based upon the staffing needs of the department.

Advanced Placement: You may at the agency's discretion be appointed to the full performance level Correction Officer, G-14 (Advanced Placement) if in addition to meeting all of the minimum qualifications and additional requirements for appointment you have:

- One year of experience as a Correction Officer.
- Possession of a valid NYS Municipal Police Training Council (MPTC) "Basic Course for Corrections Officer" certificate recognized by the NYS Division of Criminal Justice Services (DCJS) pursuant to Criminal Procedure Law §2.30(6) available [here](#).

If you are appointed as a Correction Officer, G-14 you must successfully complete a paid training program at the DOCCS Training Academy. Appointees will reside at the DOCCS Training Academy Sunday evenings through Friday for a period of 3 weeks. Upon graduation from the Training Academy Program, you will be a New York State Peace Officer, and assigned to a Correctional Facility based on the staffing needs of the Department, where you will receive additional field training.

Applicants with at least one year of Correction Officer experience who do not possess a valid NYS MPTC certificate as described above may qualify for early advancement to the Correction Officer, G-14 upon completion of the full 8-week training Academy program as a Correction Officer Trainee. This option may be discussed at the time of appointment.

Probation: All appointees will be required to serve and satisfactorily complete a probationary period of up to 52 weeks which begins at the time of permanent appointment. During probation, performance will be periodically reviewed and carefully evaluated. A Correction Officer Trainee probationer who fails to meet the performance standards may be terminated at any time.

Advancement: Upon successful completion of the probationary period, Trainees will be appointed to Correction Officer (G-14).

Subject of Examination: There is no written multiple-choice test.

To be considered for appointment to this title, you must pass an **online test**. The online test consists of a questionnaire that asks questions about your education, training, and work experience. **This online questionnaire IS YOUR TEST.**

Responding to these questions, and submitting your questionnaire, is required to complete the examination process. You will **not** receive a score on this test unless you complete and submit the online questionnaire.

The answers you provide to the questions will be used to rate and score your test against the general requirements of the position(s). To prepare, it may be helpful to have dates of completed education and work experience available as you answer questions. *It is recommended you use a personal computer or personal laptop to complete your online test.*

Your final score must be 70 or higher to pass. Your final score on the eligible list will be determined after adding any wartime Veterans' and Civil Service Law Section 85-a credits.

Retest Policy: Qualified candidates may file as frequently as every six months, but a new online application and online training and experience test submission are required each time.

Applicants are required to have a Personal NY.gov account and keep their email address up to date. The Department of Civil Service and other state agencies will communicate with you through email correspondence. This may include notification of your application status, your test arrangements, examination results, and canvassing you for interest in appointment. It will be important for you to keep your email address, phone number, and mailing address current by logging into <https://www.cs.ny.gov/home/myaccount>.

How to Apply: The New York State Department of Corrections and Community Supervision has an ongoing need for individuals qualified for appointment to these positions and will accept applications at any time and rate applications on a continuous basis. Follow the link below to take you back to the Correction Officer Trainee Civil Service Webpage and click on "Continue To Exam" located under the How To Apply section found at: <https://www.cs.ny.gov/testing/dec-instrument/cot-overview.cfm>.

ADDITIONAL INFORMATION

NEW YORK STATE IS AN EQUAL OPPORTUNITY EMPLOYER: It is the policy of the State of New York to provide for and promote equal opportunity employment, compensation, and other terms and conditions of employment without unlawful discrimination on the basis of age, race, color, religion, disability, national origin, gender, sexual orientation, veteran or military service member status, marital status, domestic violence victim status, genetic predisposition or carrier status, arrest and/or criminal conviction record, or any other category protected by law, unless based upon a bona fide occupational qualification or other exception.

Appointment to many positions in State government require candidates to undergo an investigative screening. This may include a thorough character investigation, a Federal Bureau of Investigation Criminal Record History Check, a Child Abuse Registry clearance, or other similar procedures. Candidates may be fingerprinted and may be required to pay any necessary fees for that procedure. Depending on the nature of the job, the criminal convictions discovered, or any falsified or omitted information revealed, the investigative findings may bar appointment or result in removal after appointment.

ELIGIBILITY FOR EMPLOYMENT: You must be legally eligible to work in the United States at the time of appointment and throughout your employment with New York State. If appointed, you must produce documents that establish your identity and eligibility to work in the United States, as required by the federal Immigration Reform and Control Act of 1986, and the Immigration and Nationality Act.

REASONABLE ACCOMMODATIONS IN TESTING: It is the policy of the Department of Civil Service, in accordance with the New York State Human Rights Law and the Americans with Disabilities Act, to provide qualified persons with disabilities equal employment opportunity and equal opportunity to participate in and receive the benefits, services, programs, and activities of the Department. It is the policy of the Department to provide such persons reasonable accommodations and reasonable modifications as are necessary to provide equal opportunity. Persons with disabilities who require an accommodation to participate in an examination must note this on their application. Further information is available from the Test Administration Unit of the Department of Civil Service. In the Albany area, call 518-457-2487. Outside of the Albany area, call toll free at 1-877-697-5627. For TDD services, call NY Relay at 711 (requires a fee) or 1-800-662-1220.

NEW YORK STATE RESIDENCE IS NOT REQUIRED FOR MOST POSITIONS: However, you must be eligible for employment in the United States.

CONTINUOUS RECRUITMENT/ELIGIBLE LISTS: Candidates who meet the qualifications and pass this examination 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. Generally, the names of qualified candidates will remain on the eligible list for two years. Appeal of ratings will not be allowed as the opportunity for retest exists. The Department of Civil Service reserves the right to terminate this special recruitment program.