Please Post Conspicuously

OTSEGO COUNTY ANNOUNCES AN OPEN-COMPETITIVE TRAINING & EXPERIENCE (T&E) EXAMINATION FOR

Correction Officer #60060760

SALARY: $50,265 - $62,832
EXAMINATION DATE: This is a Training & Experience (T&E) format, there is no written test.
QUESTIONNAIRE SUBMISSION DATES: June 1, 2026 to June 30, 2025 for approved applicants
LAST DATE TO FILE: Applications must be received by the Otsego County Personnel/Civil Service Department no later than May 31,2026.
VACANCIES: The eligible list resulting from this examination will be used to fill vacancies as they occur in the Otsego County Correctional Facility under the jurisdiction of the Otsego County Personnel/Civil Service Department.

FILING FEE: A fee of $25.00 is required for each separately numbered examination for which you apply. The required fee must accompany your application. If applying online you may submit your payment online or you can make **money order** payable to County of Otsego and write the examination title(s) and examination number(s) on your money order**. PERSONAL CHECKS AND CASH WILL NOT BE ACCEPTED. NO EXCEPTIONS.** As no refunds will be made, 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. No determination of eligibility will be made prior to filing of applications.

APPLICATION FEE WAIVER: A waiver of the application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of the application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income 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. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the application deadline as listed on the examination announcement. This form can be obtained at the Personnel/Civil Service Department or on our website at www.otsegocountyny.gov

RESIDENCY REQUIREMENT/PREFERENCE: There are no residency requirements for this examination. However, pursuant to Local Law No 6 of 2018, to be appointed and employed as a Correction Officer, a candidate **MUST** be an Otsego County resident or a resident of a contiguous county to Otsego County. Therefore, residency is required at time of appointment and must continue throughout employment.

BACKGROUND INVESTIGATION: Applicants will be required to undergo a State and national criminal history background investigation, which will include a fingerprint check and investigative background check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

VETERAN'S CREDIT: Active service members, veterans or disabled veterans desiring to claim additional credit may submit an "Application for Veterans Credits" accompanied by the form DD-214 prior to the establishment of the eligible list. IT IS YOUR RESPONSIBILITY TO SEE THAT THE FORM DD-214 IS SUBMITTED TO THIS DEPARTMENT. FAILURE TO SUBMIT A COPY OF YOUR DD-214 TO THIS DEPARTMENT PRIOR TO THE ESTABLISHMENT OF ANY ELIGIBLE LIST WIL RESULT IN NO ADDITIONAL CREDIT BEING GRANTED. No credit may be granted after the establishment of the list. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

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 department of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

DISTINGUISHING FEATURES OF THE CLASS: 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 considerable inmate contact and supervision in a work, recreation or learning environment. Work procedures are well defined but incumbents must be alert to possibilities of emergency situations arising and exercise sound judgment when problems occur. The work is performed under general supervision of a higher level correctional supervisor with leeway allowed for the exercise of independent judgment in dealing with day-to-day situations in the facility. Does related work as required.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma.

SPECIAL REQUIREMENTS FOR THE ACCEPTANCE OF APPLICATIONS:

1. Possession of an appropriate level New York State driver's license and acceptable driving record is required at time of appointment and must be maintained throughout employment. **(Please submit a copy of your driver's license with your completed application).**
2. Successful completion of a background investigation and psychological test will be required following conditional offer of appointment.
3. Completion of New York State Commission of Corrections training prior to completion of the probationary period.

4. Incumbents in this position are required to reside within the County of Otsego or a contiguous county to Otsego County at all times during their employment in this title pursuant to Otsego County Local Law No 6 of 2018.

NOTE: Please take notice that the County may exercise its right to create a gender specific Certified Eligible List under Civil Service Law Section 60 (2) based upon the results of this examination.

SUBJECT OF EXAMINATION: There is no written multiple-choice test. This is an online examination questionnaire that asks questions about your education, training, and work experience. This online questionnaire IS YOUR 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 complete an examination application and return it to the Otsego County Personnel/Civil Service Department by either submitting it online or mailing it to 197 Main Street Cooperstown, NY 13326 on or before the last filing date of November 25, 2025.
- 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 (T&E) Questionnaire will be available on **June 1, 2026** and approved candidates will be required to complete and submit this questionnaire between **June 1, 2026 and midnight June 30, 2026.** Candidates will not be able to claim any credit for training or experience to be gained after the application filing deadline of **June 30, 2026.**
- Candidates who fail to submit their questionnaire by **June 30, 2026** will not receive a score and not added to the eligible list.

NOTE: Individuals can participate in Correction Officer examinations for other municipal civil service agencies to maximize their opportunity for appointment. Interested candidates will need to separately apply, be registered, and complete the T&E questionnaire for each municipal civil service agency according to each agency's guidelines. In addition, the application and T&E questionnaire process for the NYS Correction Officer Trainee exam program is separate from the Correction Officer T&E exam program for municipal civil service agencies. Visit cs.ny.gov for more information on applying to State exams.

TAKING THE ONLINE T&E EXAMINATION AND PERSONAL NY.GOV ID ACCOUNTS: Approved applicants will need to access the T&E examination on the Department of Civil Service website. Each applicant will need a personal NY.GOV ID to participate in the examination. Applicants may already have a personal NY.GOV ID account if they have used online services for other agencies, such as the Department of Motor Vehicles. They should use the same personal NY.GOV ID for civil service examination purposes.

Applicants should not create a new personal NY.GOV ID. More information about personal NY.GOV ID's is available at: https://www.cs.ny.gov/home/myaccount/. There is a helpful video for applicants at this link. Applicants that require technical assistance with their personal NY.GOV ID can contact New York State Office of Information Technology (ITS) Service Desk directly at 844-891-1786 or at fixit@its.ny.gov

APPLICATIONS AND ANNOUNCEMENTS may be obtained by writing or calling the Otsego County Personnel /Civil Service Department, 197 Main Street, Cooperstown, New York 13326. (607) 547-4239 or downloaded from the County's website at www.otsegocountyny.gov **NOTICE: ONLY APPLICATIONS SUBMITTED TO THE OTSEGO COUNTY PERSONNEL DEPARTMENT WILL BE CONSIDERED FOR THIS EXAMINATION. RESUMES WILL NOT BE ACCEPTED AS A SUBSTITUTE FOR YOUR APPLICATION BUT WILL BE ACCEPTED ONLY AS AN ADDITION TO YOUR APPLICATION. ALL RELEVANT INFORMATION MUST BE CONTAINED IN YOUR APPLICATION.** A separate application must be filed for **EACH** examination for which you apply. Applications must contain the correct examination title and/or number in order to be considered. The Otsego County Personnel Department reserves the right to accept or to reject applications/fees submitted/postmarked after the last announced filing date. The Otsego County Personnel Department is **NOT** responsible for lost or misdirected mail. **NOTE:** Unless otherwise specified, all required experience must be full time paid or its part time paid equivalent. **You are responsible for submitting an accurate, adequate and clear description of your experience. Omissions or vagueness will NOT be interpreted in your favor.** Applicants for examination must meet all minimum qualifications on or before the examination date with no tolerances allowed. If an applicant lacks the required experience or has not completed all required training at the time he/she submits an application, but is serving in a qualifying position or will complete all required coursework by the date of the examination, he/she may be approved **CONDITIONALLY** to take an examination, pending verification of successful completion of all experience and training requirements.

Dated: March 10, 2026

OTSEGO COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

PHONE: 607-547-4239 **www.otsegocountyny.gov**