



FULTON COUNTY PERSONNEL DEPARTMENT
FORT JOHNSTOWN BUILDING
1 E. MONTGOMERY STREET
JOHNSTOWN, NEW YORK 12095
Phone: (518) 736-5574 * Fax: (518) 736-1027

**announces a Civil Service examination
for the following:**

No. 60035750 Open Competitive
****Centralized – Training and Experience**
*** CORRECTION OFFICER ***
Fulton County Sheriff's Department

LAST FILING DATE
MAY 15, 2025

****NEW: There is no written exam for this title. See Page 3 for Scope of Examination.**

A \$17.50 PROCESSING FEE OR WAIVER OF THIS FEE MUST ACCOMPANY YOUR APPLICATION

FEE: There is a \$17.50 non-refundable examination fee. When filing an application by mail, include a cashiers check or money order, payable to the Fulton County Treasurer. **Do not send cash or a personal check.** When filing in person with cash, the exact amount must be submitted. If the fee or fee waiver documentation proof does not accompany the application, the application will be rejected and returned to the applicant. There will be NO REFUNDS to applicants who fail to meet the minimum qualifications, therefore, applicants are cautioned to review this announcement carefully.

WAIVER OF EXAMINATION FEE FOR UNEMPLOYED AND FOR PUBLIC ASSISTANCE RECIPIENTS: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of 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 Examination Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Last Filing Date as listed on the Examination Announcement. (The Request for Examination Application Fee Waiver and Certification form can be obtained from the Fulton County Personnel Department, Fort Johnstown Building, 1 E. Montgomery Street, Johnstown, New York 12095, telephone number 518-736-5574.)

APPLICATIONS: Applications are available at the Fulton County Personnel Department or on the Fulton County website www.fultoncountyny.gov. Examination applications must be obtained and filed with the Fulton County Personnel Department. The Department recommends that you do not wait until the last day to file your application. When received after 5:00 PM, on the last filing date, the application will be rejected and returned to the applicant. The correct number and title must appear on the application form. EVERY question on the application should be answered and complete in all aspects. Under "Duties" you must describe the nature of the work personally performed by you, with estimated percentages of time spent on each type of work. This department does not acknowledge receipt of applications or take responsibility for non-delivery or postal delay.

Failure to notify this office of a change of address may result in disqualification for examination or certification for appointment following examination.

Any application you may have previously filed will not gain you admittance to the exam and will not be used to obtain additional information. You must refile a separate application during the official filing period as set forth in this announcement.

DISQUALIFICATION OF EXAMINATION APPLICATIONS:

When an application for an examination is disapproved by the Director of Personnel, the candidate will be given ten (10) calendar days to appeal this determination. Your appeal must clearly demonstrate that you meet or exceed the minimum qualifications as set forth on the examination announcement. Additional information must be pertinent, detailed and accurate. Your appeal must be in writing, addressed to the Personnel Department, 1 East Montgomery Street, Johnstown NY 12095, and received in this department no later than 5:00pm of the tenth calendar day. If the tenth calendar day falls on a Saturday or Sunday, the candidate will have until 5:00pm that following Monday to submit their appeal.

**PLEASE POST CONSPICUOUSLY AT A HEIGHT REACHABLE BY PEOPLE IN WHEELCHAIRS
AND WITH OTHER MOBILITY IMPAIRMENTS - REMOVE AFTER LAST FILING DATE**

LOCATION OF POSITIONS/VACANCY: This position exists in the Fulton County Sheriff's Department.

ELIGIBLE LIST: The eligible list will remain in existence for a period of one (1) year, unless extended by the Director of Personnel to a maximum of four (4) years. When a list has existed for more than one year, it may terminate upon the establishment of a new list. This list will be used to fill this vacancy and any other appropriate full-time or part-time competitive vacancy occurring in an agency under the jurisdiction of the Fulton County Director of Personnel, anytime during the life of the eligible list.

2025 SALARY RANGE: \$23.93 - \$28.15

RESIDENCY: Candidates must, at the time of examination and at least one (1) month prior thereto, be a resident of Fulton, Hamilton, Herkimer, Montgomery or Saratoga County.

Preference in appointment from open-competitive lists may be given to candidates who have been residents of the locality in which appointment is to be made for one (1) month prior to the date of the test. For appointment in some jurisdictions you may be required to become a resident thereof in accordance with law or resolution.

TYPICAL WORK ACTIVITIES (Illustrative but not exhaustive):

Makes periodic rounds, supervises the movement and activities of incarcerated individuals and maintains jail security at an assigned post or cell tier;
Locks and unlocks cells and access doors using mechanical and electrical devices;
Watches for unusual incident or activities on the part of incarcerated individuals involving violation of facility rules, or a life threatening situation and reports these to supervisor either verbally or in writing;
Checks cell and corridor areas for faulty bars, gates, etc. and makes routine fire and safety checks;
Transports incarcerated individuals to courts, prisons, jails, medical facilities, funerals and other locations as necessary;
Issues clothing and bedding and instructs incarcerated individuals in its proper care;
Books incarcerated individuals by preparing appropriate records and taking fingerprints and photo identification;
Inventories and records incarcerated individuals clothing and property;
Escorts visitors and observes incarcerated individuals visitations;
Dispenses a variety of prescription and non-prescription medications;
Searches cells, frisks incarcerated individuals and confiscates contraband;
Mediates minor incidents and takes direct action to break up fights or other disturbances between incarcerated individuals;
Supervises incarcerated individuals assigned to work details, advises them of what is expected and of the rules and regulations of the work area including possible safety hazards;
Operates a variety of equipment including handcuffs, leg irons, firearms, electronic gate equipment and two-way radios;
Listens to incarcerated individuals problems, informs them of rules and regulations, and where they cannot be resolved, makes referrals to appropriate staff;
May use chemical agents, weapons or restraining devices and protection equipment in case of fights or other disturbances;
Prepares a variety of records and reports related to the care of incarcerated individuals and security of the facility;
May on occasion operate a variety of office equipment during the processing of incarcerated individuals or report preparation;

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

MINIMUM QUALIFICATIONS: At the time of application candidates must meet the following requirements:

1. Be at least 20 years of age.
2. Be a high school graduate or have a high school equivalency diploma (issued by an appropriate State education authority). Diplomas issued through a home study course and not by an appropriate educational authority are not acceptable.
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 U.S. citizen.
4. Per Local Law 2 of 2020, candidates must be a resident of Fulton, Hamilton, Herkimer, Montgomery or Saratoga County.

SPECIAL REQUIREMENT: Possession of an appropriate level New York State driver's license at the time of appointment. Completion of New York State Commission of Corrections training prior to completion of the Probationary period.

SCOPE 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 first complete an examination application and return it to the Fulton County Personnel Department on or before the last filing date, May 15, 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 Questionnaire will be available on June 1, 2025 and approved candidates will be required to complete and submit this questionnaire between, June 1, 2025 and midnight, June 30, 2025. NOTE: Candidates will not be able to claim any credit for training or experience to be gained after the application filing deadline of May 15, 2025.

Candidates who fail to submit a questionnaire by midnight, June 30, 2025, will not receive a score or will not be 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](https://www.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.

REVIEW AND VERIFICATION OF TRAINING AND EXPERIENCE QUESTIONNAIRES:

Candidates may receive credit towards their final score if they have a college degree, college coursework, certificates or licenses received from an accredited organization and work experience in various fields. All of the information provided in the online questionnaire must be verified for appropriateness and accuracy. In order to expedite the review and verification process we ask that you submit the following information with your civil service application:

Candidates claiming credit for a college degree and/or college coursework must submit a copy or photocopy of your official academic transcript showing courses taken and degree conferred. If submitting a photocopy, this office must be able to verify it is an official transcript. Your transcript does not have to be submitted in a sealed envelope from the Registrar's Office. If your transcript, as previously described, is not submitted, you will not receive credit for it towards your final score.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Candidates claiming credit for a certificate or license received from an accredited organization must submit a copy or photocopy of the certificate and/or license. If your certificate and/or license, as previously described, is not submitted, you will not receive credit for it towards your final score.

No. 60035750

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NOTE: Your certificate or license must be accredited by the Accrediting Commission of Career School and Colleges (ACCSC), recognized by the New York State Education Department Bureau of Proprietary School Supervision (BPSS), or recognized by the New York State Department of State Division of Licensing Services (DLS).

Candidates claiming credit for work experience will need to list this information on their civil service application. The information provided will need to be accurate and detailed. If your work experience, as previously described, cannot be verified on your application you will not receive credit for it towards your final score.

ANY INFORMATION CLAIMED IN THE ONLINE QUESTIONNAIRE MUST BE LISTED ON THE EXAM APPLICATION FILED WITH FULTON COUNTY PERSONNEL DEPARTMENT.

REVIEW AND APPEAL PROCEDURES: Candidates, except those who are immediately reachable, will be permitted to review their test papers, the rating scale and how it was applied. Candidates may submit appeals. The New York State Civil Service Commission is responsible for determinations on appeals of specific candidate's ratings and on the rating scale.

VETERANS' CREDITS: Veterans, Disabled Veterans, or candidates currently in the armed forces claiming the additional credit allowed veterans in competitive examination, must apply for such credit while filing their examination application or at any time between the date of the application but prior to the date of the establishment of the resulting eligible list. The time periods, for which veterans' credit is permitted, are defined in Question 11 on the examination application. To receive additional veterans' credit you must file a separate Veterans' Credit Application including acceptable supporting documentation for each examination. Veterans' Credit is added only to the score of the examination when the candidate's passing grade is 70 or higher.

CHILDREN AND SIBLINGS OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY CREDIT: In conformance with sections 85-a and 85-b of the Civil Service Law, children and siblings 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, sister or brother has served. If you are qualified to participate in this examination and are a child or sibling 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 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. Children and siblings of firefighters and police officers killed in the line of duty credit is added only to the score of the examination when the candidate's passing grade is 70 or higher.

FULTON COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, CREED, COLOR, NATIONAL ORIGIN, MARITAL STATUS, SEX, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISIONS OF SERVICES.

ISSUED: 4/23/25