

Job Posting

Correction Officer Recruitment

Please make sure to read through the following job specification and minimum qualifications.

Please submit the following application completed to:

Sheriff Scott Scherer
Herkimer County Sheriff's Dept.
320 N. Main Street
Herkimer, NY 13350
(315) 867-1167

CORRECTION OFFICER

DISTINGUISHING FEATURES OF THE CLASS: This work involves the responsibility, on an assigned shift, for either 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 responsibility for the telecommunication functions at the County Correctional Facility, and security of County owned and/or controlled property and buildings. The duties involve considerable inmate contact and supervision in a work, recreation or learning environment. The duties also involve answering emergency and non-emergency calls for police, fire and emergency medical personnel. It also includes receiving and transmitting messages and requested information to Department members on outside details, other police agencies and performing related communications activities involving the operation of telephone, teletype, two-way and short wave radios. The duties also involve safety and security of public employees at County owned locations.

Work procedures for functions 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.

TYPICAL WORK ACTIVITIES:

- Makes periodic rounds, supervises the movement and activities of inmates and maintains jail security at an assigned post;
- Locks and unlocks cells and access doors using mechanical and electrical devices;
- Watches for unusual incidents or activities on the part of inmates involving violation of facility rules, or life threatening situations and reports these to supervisor either verbally or in writing;
- Checks cells and corridor areas for faulty bars, gates, etc., and makes routine fire and safety checks;
- Transports inmates to courts, prisons, jails, medical facilities, funerals and other locations as necessary;
- Mediates minor incidents and takes direct action to break up fights or other disturbances between inmates;
- Issues clothing and bedding and instructs inmates in its proper care;
- Books inmates by preparing appropriate records and taking fingerprints and photo identification;
- Inventories and records inmate clothing and property;
- Escorts visitors and observes inmates visitation;
- Dispenses a variety of prescription and non-prescription medications;
- Searches cells, frisks inmates and confiscates contraband;
- Operates a variety of equipment including handcuffs, leg irons, firearms, electronic gate equipment and two way radio;
- Listens to inmate 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 inmates and the security of the facility;
- May on occasion operate a variety of office equipment during the processing of inmates or report preparation;
- Prepares meals for inmates in absence of cook;
- May perform routine administrative and clerical work related to the operation of the correctional facility including commissary operation, drafting of work schedules, inventory and control of uniforms and equipment and scheduling of maintenance of motor vehicles and facility;
- May assist in the training of new Correction Officers;
- May be assigned to guard inmates at hospitals;
- May be assigned to maintain security at County buildings and properties.
- Operates radio equipment to direct Department members as well as other local police agencies to the scenes of crimes, citizen complaints or other emergencies;
- Answers incoming telephone calls and provides information or receives complaints from the public;
- Operates teletype machine to obtain and relay information about motor vehicles, suspected law violators, etc.;
- Operates telephone communications equipment and inputs data into computer systems;

CORRECTION OFFICER

Herkimer County

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TYPICAL WORK ACTIVITIES continued -

- Monitors police, fire and citizen band radio frequencies continuously to be aware of occurrences, which may require involvement of the Sheriff's office;
- Prepares and maintains a variety of logs, records and reports relating to the location and activity of police units and all calls received on tour of duty;
- Operates a variety of telecommunications equipment to relay information and dispatch emergency personnel and equipment;
- Operates security function of Correctional Facility to include electronic access control to all exterior doors as well as electronic control for a variety of interior facility doors;
- Monitors activities within and outside correctional facility by use of surveillance cameras and monitors.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Good knowledge of the rules, regulations and requirements of the Correction Law governing the supervision and treatment of inmates, safety and security of the facility and Department employees; good knowledge of telephone, teletype and two-way short wave and citizen's band radio equipment operating procedures; good knowledge of the geography and municipalities of the County; good knowledge of all emergency service providers within the County; good knowledge of the communication center's policies and procedures; good knowledge of Federal, State and local laws, rules and regulations that pertain to the operations and functions within a communication center; working knowledge of the operation of radio equipment; working knowledge of first aid procedures; working knowledge of the layout and location of security personnel post assignments throughout the facility; working knowledge of the proper function of correction facility security equipment; working knowledge of human behavior in relation to correction facility inmates; ability to deal firmly yet courteously with the public; ability to follow and communicate written and oral directions; ability to reason clearly; ability to remember facts and information; ability to prepare records and reports; ability to read and interpret written materials; ability to observe, interpret and report on inmate activity; ability to deal with inmates firmly and courteously; ability to communicate rules and regulations of the facility to inmates; ability to make quick decisions regarding facility security and personal safety in emergency situations.

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

AND Completion of New York State Commission of Corrections training prior to completion of probationary period.

Special Requirement: Must possess a valid New York State driver's license by the completion of the Corrections Academy and maintain such license throughout employment.

Competitive Class

Amended 09/14/99 Personnel Officer

Amended 01/27/2025 PO

↑ Staple Above ↑

Application for Examination or Employment

HERKIMER COUNTY PERSONNEL

109 Mary Street, Suite 1304, Herkimer, New York 13350

315-867-1115 www.herkimercountyny.gov

Date Stamp Recv'd _____

Filing Fee: ☐ Yes ☐ No ☐ Waived

(CS use only)

____ Initial

____ Approved

____ Conditional

____ Disapproved

By _____

THIS APPLICATION IS PART OF YOUR EXAMINATION. Answer ALL questions fully in ink or on typewriter.

Position Title _____

Examination # _____

Name _____

Printed Last First M

Residence Address _____

House # and Street or RD

City or Village or Town State Zip Code

Telephone #: Home _____ Work _____

Cell _____

SOCIAL SECURITY NUMBER _____

Are you under 18 years of age? ☐ YES ☐ NO

If yes, or if minimum and/or maximum age limits are established for the position applied for, enter your **Date of Birth here** ____/____/____

Are you a citizen of the United States? ☐ YES ☐ NO

Filing Fee: ☐ I have enclosed the fee. **NO PERSONAL CHECKS**

Filing Fee Waiver: ☐ I have attached completed waiver form.

SPECIAL ARRANGEMENTS: (See Instruction "E")

☐ Religious Accommodation ☐ Military ☐ Disability

State your **CURRENT PERMANENT LEGAL RESIDENCE**, as listed in the address above, and indicate for how long you have resided there continually, up to and including the date of this application:

NAME OF **YEARS / MONTHS**

City or Village _____

Town _____

County _____

State _____

School District _____

Have you ever taken any other examinations given by this department?

☐ YES ☐ NO

Give titles and dates:

E-mail address: _____

Check appropriate response to each question: YES NO

A. Were you ever dismissed or discharged from any employment _____

for reasons other than lack of work, funds, disability or medical condition?

B. Did you ever resign from any employment rather than face dismissal? _____

C. Did you ever receive a discharge from the Armed Forces of the United States which was other than "Honorable" or which was issued under other than honorable circumstances? _____

D. Have you ever been convicted of any crime (felony or misdemeanor)? _____

E. Are you now under charges for any crime? _____

If you answered **YES** to any of the above questions, you may give specifics under Remarks on page 3 of this application. If you elect not to provide specifics, however, or if such explanation is insufficient, you may be required to submit further information. None of the above circumstances represents an automatic bar to employment. Each case is considered and evaluated on individual merits in relation to the duties and responsibilities of the position(s) for which you are applying.

VETERANS CREDITS (See Instruction "F")

If you wish to claim additional credits as an honorably discharged veteran, **check all** appropriate responses below.

Attach copy of your Honorable Discharge Form (DD-214, Member-4)



Disabled War Veteran

OR



Non-Disabled War Veteran

A. Have you ever served in the Armed Forces of the United States? (The "Armed Forces of the United States" means the Army, Navy, Marine Corps., Air Force and Coast Guard, including all components thereof and the National Guard when in the service of the United States pursuant to call as provided by Law on a full-time active duty basis other than for training purposes.) ☐ YES ☐ NO

B. If "YES" did you receive a discharge which was honorable or were you released under honorable circumstances? ☐ YES ☐ NO

C. Did you serve in the Armed Forces of the United States during any of the following periods? WW II, 12/7/41-12/31/46; Korean Conflict, 6/27/50-1/31/55; Viet Nam Conflict, 02/28/61-5/7/75; Persian Gulf Conflict, 8/2/90-?; Lebanon*, 6/1/83-12/1/87; Grenada*, 10/23/83-11/21/83; Panama*, 12/20/89-1/31/90; US Public Health Service, 7/29/45-12/31/46 and 6/27/50-7/3/52. *credits limited to veterans who received the armed forces, navy, or marine corps. expeditionary medal. ☐ YES ☐ NO

D. Since January 1, 1951, have you received a permanent appointment using your veterans' credits? ☐ YES ☐ NO

If YES, Date credits were used _____.

E. Are you currently serving on ACTIVE DUTY in the armed forces and wish to apply for veterans' credits? ☐ YES ☐ NO

DECLARATION (this affirmation *must be signed and dated*)

I understand that false statements made herein are punishable as a **Class A Misdemeanor, pursuant to section 210.45 of the Penal Law of the State of New York**. I declare that, subject to the penalties of perjury, any statements made on this application and any attachments are the truth and to the best of my knowledge correct.

Signature of Applicant (in ink)

Date

State any other name, assumed name, or nickname by which you are/have been known. (please print)

EDUCATION: Read examination announcement for educational requirements, if any. If specialized coursework is required, attach a transcript or list of the required courses and semester credit hours you completed.										
Have you graduated from high school? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, Name/Location of High School:							Year Graduated:			
If you have a high school equivalency diploma, indicate: Issuing Governmental Authority:					Number:		Date of Issue:			
<u>Name of School and Address</u> College, University, Professional or Technical School; Other Schools or Special Courses.	Dates of Attendance (Month & Year) From To		Day or Night	Full or Part Time	No. of Years Credited	Were you Graduated?	Type of Course or Major Subject	# of College Credits Recv'd	Type of Degree Recv'd	Date Degree Received / Expected
License/Certification: Do you have a license, certification, or other authorization to practice a trade or profession? <input type="checkbox"/> YES <input type="checkbox"/> NO										
Name of trade or profession:				License/Certificate Number:						
Licensing Agency:				Licensed from:		to:				
<u>IF required on the exam announcement*</u> , do you have a valid New York State Driver License? <input type="checkbox"/> YES <input type="checkbox"/> NO										
License ID #:		Expires:		Class:		<u>*attach copy of license to this application if required.</u>				

EXPERIENCE: Beginning with your most recent employment, list all employment, military service, or volunteer experience that shows you meet the minimum qualifications for the examination(s). We cannot interpret omissions or vagueness in your favor. You are responsible for an accurate and clear description of your experience. Under DUTIES describe the nature of the work which you personally performed including the estimated percentage of time spent on each type of activity. If you supervised, state how many people and the nature of such supervision.

COMPLETE THESE SECTIONS EVEN IF YOU ARE ATTACHING A RESUME OR OTHER DOCUMENTS.

Length of Employment (month/year) From : / To: /	Firm Name	Address	City and State
Describe Duties:			
Type of Business			
Your Exact Title			
Name of Your Supervisor			
Supervisor's Title			
# of hours worked per week (excluding overtime)			

Length of Employment (month/year) From : / To: /	Firm Name	Address	City and State
Describe Duties:			
Type of Business			
Your Exact Title			
Name of Your Supervisor			
Supervisor's Title			
# of hours worked per week (excluding overtime)			

Length of Employment (month/year) From : / To: /	Firm Name	Address	City and State
Describe Duties:			
Type of Business			
Your Exact Title			
Name of Your Supervisor			
Supervisor's Title			
# of hours worked per week (excluding overtime)			

Length of Employment (month/year) From : / To: /	Firm Name	Address	City and State
Describe Duties:			
Type of Business			
Your Exact Title			
Name of Your Supervisor			
Supervisor's Title			
# of hours worked per week (excluding overtime)			

Length of Employment (month/year) From : / To: /	Firm Name	Address	City and State
Describe Duties:			
Type of Business			
Your Exact Title			
Name of Your Supervisor			
Supervisor's Title			
# of hours worked per week (excluding overtime)			

REMARKS: (Use this space to provide any additional information, as necessary. If more space is required, attach additional 8 1/2 x 11 inch sheets.)

Instructions and Information

A. Exam Application: Before filling out your application, read the announcement carefully. This application is part of your examination. Answer all questions fully and carefully. Resumes will NOT be accepted in lieu of application. Print in ink or use typewriter. Attach additional sheets, if necessary, to give complete and detailed information. An incomplete application may result in disapproval. ALL STATEMENTS ARE SUBJECT TO VERIFICATION.
NO COPIES; originally signed (in ink) only.

B. Filing Fee: Refer to the front of the exam announcement for the required filing fee. Enclose a Money Order ONLY made payable to HERKIMER COUNTY TREASURER. Do NOT send cash or personal check. If your application is disapproved, the fee will NOT be refunded. Check the box on the front of the application. APPLICATION FEE WAIVER, begins with January 2007 exams; form must be submitted with application – available on our website or in our office.

C. Admission to Exam: We review your application before the exam to ensure you meet the minimum qualifications. If your application is disapproved, we will notify you of the reason. If you do not receive an admission form from us three days before the exam date, call us at 315-867-1115.

D. Change of Address: Notify this agency immediately of any change of address. When writing, give the number and title of the exam. Herkimer County Personnel is not responsible for undeliverable mail or postal delay. No attempt will be made to locate candidates who have moved. Change of Information form is available on our website.

E. Special Arrangements: If you need special arrangements because of a religious observance or practice, a disability, or are requesting a military make-up exam, you must, EITHER: (1) Check the appropriate box on the front of the application and indicate the special arrangements you require in the REMARKS section on Page 3; OR (2) Write to our office no later than the last filing date for this exam. Your request must include the exam number and title, and type of special arrangement required.

F. Veterans Credits: War Time Veterans and Disabled Veterans are eligible for extra credits added to their exam score, if they pass. If you want to have the extra credits added to your exam score, you must answer all the veterans' questions on the front of the application now. Application for Veterans' Credits will be mailed with the Admission Notice. You can waive the extra credits later if you wish. These credits may be claimed on each application for exam, UNTIL you receive a permanent appointment using your veterans' credits. Once a permanent appointment has been received, you can no longer claim veteran's credits on your application.

AMENDMENT January 1, 2014: If non-disabled credits were used to obtain appointment/promotion and subsequent to such use applicant has now been determined to be a qualified disabled veteran, entitlement to additional credits may be applicable on future exams.

CANDIDATE FITNESS: Inquires may be made as to character and ability of all candidates. All statements made by candidates are subject to verification. Falsification of any part of the "Application for Examination or Employment" may result in disqualification and possible legal action.

Federal and State Law prohibit discrimination because of age, race, creed, color, religion, national origin, gender, sexual orientation, disability, marital status, or arrest and/or criminal conviction record unless based upon a bona fide occupational qualification or other exception.

**Herkimer County is an Equal Opportunity Employer
Affirmative Action**