

## A D D E N D U M

### **SENIOR CORRECTION OFFICER, PROM #78872-010**

**REMOVAL:** The section of the exam announcement titled, "CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY", has been removed. Section 85-a of Civil Service Law does not apply towards promotional exams or appointments.

GENESEE COUNTY HUMAN RESOURCES  
COUNTY BUILDING I, BATAVIA, NEW YORK

ANNOUNCES

A PROMOTIONAL EXAMINATION FOR:

**SENIOR CORRECTION OFFICER, PROM #78872-010**

**SALARY:** \$29.61 - \$36.21 per hour (2025), Genesee County.

**VACANCY:** The Genesee County Sheriff's Office has two (2) positions currently held by provisionally appointed employees, who may be appointed on a permanent basis if found reachable on a Civil Service list established as a result of this exam. This examination is also being held to establish an eligible list to fill future vacancies, which may occur during the life of the eligible list.

An eligible may receive only one permanent appointment from this list. Once appointed, there will be a Probationary Period of 8-26 weeks based on performance of duties. During this probationary period the Department Head has the ability to terminate employment, without cause.

**LAST FILING DATE-----OCTOBER 15, 2025**

**EXAMINATION DATE-----NOVEMBER 15, 2025**

**MINIMUM QUALIFICATIONS:** To be eligible for this examination, applicants must meet the following minimum qualifications on or before the date of the examination.

Applicants must be current employees of the Genesee County Sheriff's Office and have two (2) years of competitive status as a Correction Officer in the Genesee County Sheriff's Office. All candidates must have continued their employment through the period leading to the date of appointment from this Eligible List; **[PLEASE INDICATE YOUR EXPERIENCE ON YOUR APPLICATION]**.

**NOTE:** PHOTO ID WILL BE REQUIRED ON THE DAY OF THE EXAMINATION.

**CANDIDATES, PLEASE NOTE:** It is vital that you submit, with your application, all information necessary to show your qualification for examination. APPLICATIONS WHICH DO NOT SHOW TRAINING AND/OR EXPERIENCE TO MEET MINIMUM QUALIFICATIONS WILL BE DISAPPROVED, AND WE WILL NOT REFER TO OTHER APPLICATIONS ON FILE FOR ADDITIONAL INFORMATION.

**NOTE – FILING FEES:** Genesee County Human Resources has temporarily waived the collection of examination fees for all candidates beginning with Civil Service examinations scheduled after June 1, 2022 through December 31, 2025.

CONTINUED ON BACK.....

**TYPICAL WORK ACTIVITIES:**

Ensures that the daily operation of the County Jail complies with New York State Corrections Law, Commission of Correction Rules and Regulations, Jail Rules, Regulations and Operating Procedures, and that the Jail is being maintained in a safe, secure, healthy and orderly fashion for committed persons;

Supervises the working shift of assigned subordinate Correctional Officers on that shift, directing their work assignments, and ensuring that they are completed;

Responsible for day to day safety and security of inmates, and the upkeep and maintenance of the facility;

Develops and recommends policies and procedures to the Chief Deputy for the efficient operation of the Jail;

Makes recommendations to the Chief Deputy for training and oversees on-the-job training for assigned personnel;

Is responsible for overseeing medical, educational and recreational programs for inmates, and authorizes medical treatment;

Investigates and reports on inmate and officer complaints, including the holding of inmate disciplinary proceedings;

Supervises the activities of the Jail, including jail checks, booking or releasing of prisoners, and work details;

Assists the Chief Deputy in the preparation of the Jail budget, as directed;

Recommends inmates for trustee status to the Chief Deputy for approval;

Process work release applications for eligible candidates and administer furlough program;

Assists in the transport of detainees;

Reports to the District Attorney, Public Defender or private attorney those pre-trial cases which have remained in the Jail for a period that appears extensive or unreasonable, requesting to know the status of the case and how this Department might assist in enhancing timely prosecution;

Performs other duties as directed by the Sheriff, Undersheriff, Chief Deputy.

**SUBJECT OF EXAMINATION:** A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. Preparing Written Material
2. New York State Minimum Standards for Correctional Facilities
3. Coordinating Appropriate Responses to Emergencies, Disturbances and Other Unusual Situations
4. Supervising Incarcerated Individual Correctional Programs, Services, Visitation Areas and Correctional Staff

CANDIDATES ARE ALLOWED TO USE QUIET, HAND-HELD, SOLAR OR BATTERY POWERED CALCULATORS. CELL PHONES OR DEVICES WITH TYPEWRITER KEYBOARDS ARE PROHIBITED.

**EXPANDED SUB-TEST DESCRIPTION:**

**Preparing Written Material-** These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

**New York State Minimum Standards for Correctional Facilities-** These questions test for knowledge of the Minimum Standards for state, county, and local correctional facilities that are promulgated by the New York State Commission of Correction in areas such as the admission/discharge, care, custody, movement, correctional treatment, security, supervision, and discipline of all persons confined in these systems.

**Coordinating Appropriate Responses to Emergencies, Disturbances and Other Unusual Situations-** These questions test for knowledge in such areas as: anticipating possible correctional emergency situations, responding to situations promptly and allocating staff where needed; notifying supervisors of situations when appropriate; acting within rules to alleviate problems as quickly as possible with minimum use of force; investigating the causes of incidents; submitting reports on incidents.

**Supervising Incarcerated Individual Correctional Programs, Services, Visitation Areas and Correctional Staff-** These questions test for knowledge in such areas as: coordinating programs with civilian staff; ensuring that all employees relate well to visitors and guests and answer their questions in accordance with facility rules; organizing and supervising special programs involving outside groups (e.g., Alcoholics Anonymous, Narcotics Anonymous, etc.) and ensuring full cooperation from employees. The questions may also deal with such areas as: understanding new concepts and developments in the field of Corrections, and evaluating employees' capabilities and limitations on the job.

**Test Guide:**

A Guide for the Written Test for **First Line Correction Supervisors** is available at the New York State website: <https://www.cs.ny.gov/testing/testguides.cfm>. Candidates not having access to a computer or the internet may request copy of the test guide from the municipal civil service office conducting this examination using the contact information found elsewhere on this announcement.

**CROSS-FILING:** If you have applied for other local government or state examinations, call or write to each civil service agency to make arrangements no later than **two weeks** before the date of the examinations. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examinations. The "Cross-filer Form" for Genesee County can be obtained at Genesee County Human Resources, 15 Main St., Batavia, NY 14020 or from our website, [www.geneseenyny.gov](http://www.geneseenyny.gov).

**NOTE:** Religious Accommodations, Persons with Disabilities or Active Military: If special arrangements for testing are required, please indicate this on your application. An explanation of your need for special testing accommodations must be attached to your application. If due to disability – medical documentation must be provided.

**ACTIVE MILITARY MEMBERS:** Any member of the armed forces of the United States who has duly filed an application to compete in a scheduled competitive examination but was deprived of the opportunity to compete in the examination due to active military duty could be provided with a special military make-up examination.

Current members of the Armed Forces may apply for Veteran's credits by filing an "Application for Veteran's Credits" (Form VC-1). The "Application for Veteran's Credits" can be obtained at Genesee County Human Resources, 15 Main St., Batavia, NY 14020 or from our website at, [www.geneseeny.gov](http://www.geneseeny.gov). Proof of military status must also be presented and verified in order for consideration of granting of "conditional" Veteran's credit. Acceptable proof may include a military I.D. card, military orders, or other official military document that substantiates active military service at time of exam. This documentation and VC-1 Form must be received prior to the establishment of the Eligible List for this examination. The "conditional" status of the additional credits will remain until proof is provided indicating that the service was in time of war and that the veteran received an honorable discharge, or was released under honorable circumstances.

**VETERANS:** Additional credits are available to veterans who meet certain established requirements. Veterans who have not exhausted their credits should make application for their use, if desired. A COMPLETED APPLICATION FOR VETERANS CREDITS (FORM VC-1) AND a COPY OF SEPARATION PAPERS (FORM DD-214) MUST BE RECEIVED BEFORE THE ELIGIBLE LIST FOR THIS EXAMINATION IS ESTABLISHED IN ORDER TO UTILIZE ADDITIONAL CREDITS. DISABLED VETERANS MUST SUBMIT, IN ADDITION, A COPY OF FORM VC-3 (AUTHORIZATION FOR DISABILITY RECORD). The "Application for Veteran's Credits" can be obtained at Genesee County Human Resources, 15 Main St., Batavia, NY 14020 or from our website at, [www.geneseeny.gov](http://www.geneseeny.gov).

**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 office of this matter when you submit your application for examination. A candidate claiming such credit must provide the necessary documentation to verify additional credit eligibility within thirty (30) days of the examination date. No credit may be added after the eligible list has been established.

**PUBLIC SERVICE LOAN FORGIVENESS:** College graduates with student loans may be eligible to have part of their loan paid for after being employed in a full-time position at Genesee County. Additional information is available at <https://studentaid.ed.gov/sa/sites/default/files/public-service-loan-forgiveness.pdf>.

CONTINUED ON NEXT PAGE.....

**SENIORITY CREDITS:** Candidates who pass the written and qualifying tests will have seniority credits added to their scores as follows:

Less than 1 year	0 points
1 year up to 6 yrs.	1 point
Over 6 yrs. up to 11 yrs.	2 points
Over 11 yrs. up to 16 yrs.	3 points
Over 16 yrs. up to 21 yrs.	4 points
Over 21 yrs. up to 26 yrs.	5 points

**PLACE TO FILE:** To get an application, come in or send a stamped, self-addressed envelope to: Genesee County Human Resources, County Building I, 15 Main Street, Batavia, NY 14020 or download from website: [www.geneseeny.gov](http://www.geneseeny.gov). Phone 344-2550 x 2221.

Applications mailed to us must be postmarked with a date no later than the last filing date indicated on this announcement.

**To apply online, please use the following link:** <https://genesee-county.docuware.cloud/DocuWare/Forms/promotion-exam-application?orgID=156f4fcb-907d-41d4-a2a4-ea0ced8838b5>

Online applications must be submitted no later than 5:00 p.m. on October 15, 2025.

All correspondence will be sent only to the address provided on the application for examination. It is your responsibility to inform the Genesee County Human Resources office of any change of address. Correspondence returned for incorrect address will not be forwarded. All address changes must be submitted to the Genesee County Human Resources office in writing.

**APPLICANTS:** Please contact this office three days prior to examination if you have not been notified by us, as to your eligibility to participate in this examination.

This examination is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with this rating of the examination will apply to this test.

**All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.**

9/10/25 ml