



Examination No. & Title	Hiring Rate	Salary	Non-Refundable Processing Fee (Waivers Available)
28-457 Correction Officer Trainee	\$53,223	\$56,158	} \$35
28-458 Correction Officer Trainee (Spanish Language)	\$53,223	\$56,158	

Evaluation of Training and Experience To Be Held
**OCTOBER 15, 2022 through
 DECEMBER 1, 2022**

**Applications MUST Be Submitted By
 DECEMBER 1, 2022**

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

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).
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.

NOTES:

1. All appointees will be employed as Trainees.
2. Your high school diploma or equivalency diploma must have been awarded by a high school or educational institution 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.
2. **Language Proficiency:** If you pass the examination for No. 28-458 Correction Officer Trainee (Spanish Language), you will be required to demonstrate your Spanish language proficiency at a level that will ensure your ability to perform properly the duties of the position. Only enough candidates to fill current vacancies will be called to the proficiency test.
3. If you submit an application for No. 28-458 Correction Officer Trainee (Spanish Language), an application will automatically be submitted for you for No. 28-457 Correction Officer Trainee at no additional cost.
4. **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.
5. **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>.
6. **Psychological Evaluation:** Prior to appointment, you will be required to participate in a psychological evaluation to determine your fitness to perform the essential duties of the position.
7. 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.

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.

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 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** and should be completed after submitting your application.

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 in order 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.

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: There is an online application process. To apply go to <https://www.cs.ny.gov/examannouncements/types/oc/>. NOTE: The non-refundable application processing fee must be paid online via a credit card unless you qualify for a waiver. See the application for more information.

The NYS Department of Civil Service reserves the right to reject for lateness or to accept applications filed after the advertised filing period. All statements you make on your application are subject to investigation.

Important: Unless waived, you must pay the non-refundable processing fee. For information on fee waivers, visit <https://www.cs.ny.gov/examannouncements/types/oc/appinfo.cfm##Fee>. **Any past due application processing fees must be paid in full prior to submitting an application.** Please email FeeUnitMail@cs.ny.gov regarding inquiries about any past due fee. It is important that you verify that you entered the correct examination number and title on your online or paper application prior to submitting. If you apply online, you should immediately review your email confirmation notice to verify that you applied for the correct examination.

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.