

ULSTER COUNTY CIVIL SERVICE EXAMINATION ANNOUNCEMENT



Ulster County Personnel Department
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Ulster County Civil Service Examinations Portal: <https://ulster-portal.mycivilservice.com/post/exams>
AN EQUAL OPPORTUNITY EMPLOYER

#60043610 CORRECTION OFFICER

NO FILING FEE FOR THIS EXAMINATION

OPEN-COMPETITIVE

TRAINING AND EXPERIENCE EXAMINATION

PLEASE READ ENTIRE ANNOUNCEMENT CAREFULLY

Ulster County is offering this examination as an Online Training and Experience exam. There will be no written or oral test for this exam. Please see the Examination Program Information below for more detailed information.

Applications **MUST** be filled out electronically within the Ulster County Civil Service Examinations Portal, <https://ulster-portal.mycivilservice.com/post/exams>.

You can also apply in person, using any available computer at the Ulster County Personnel Department, Monday through Friday between 9:00 am and 4:30 pm at the following address:

Ulster County Personnel Department
County Office Building, 244 Fair Street, 5th Floor
Kingston, NY 12401

LAST DATE FOR FILING APPLICATIONS: August 21, 2025

EXAMINATION DATE: See Examination Program Information Below

SALARY: The starting salary is currently listed at \$27.58 per hour.

EXAMINATION PROGRAM INFORMATION:

1. Applications must be received in the Ulster County Personnel Department by the **Last Filing Date of August 21, 2025**. Applications will not be accepted after this date.
2. **Approved candidates will receive information regarding the Training and Experience Questionnaire to be completed via internet by a specified date (see 'Subject of Examination').**

MINIMUM QUALIFICATIONS: Candidates must meet the following requirement(s) on or before the date of the examination:

Graduation from high school or possession of a high school equivalency diploma.

Special Requirement 1: Candidates must be at least twenty-one (21) years of age at time of appointment.

INDICATE YOUR DATE OF BIRTH ON THE APPLICATION

Special Requirement 2: Candidates must possess a valid New York State Driver's license at time of appointment.

***CONTINUOUS RECRUITMENT:** This examination is being held on a **continuous recruitment** basis. **The training and experience exam will be held periodically, at least once per year.** When an exam is announced, applications for that date must be filed no later than the announced last filing date. Candidates who meet the qualifications and pass the exam will have their names placed on the eligible list, **interfiled** with any existing candidates who remain on the eligible list. Generally, qualified passing candidates **will remain on the eligible list for two (2) years.**

IF YOU PASS THE TRAINING AND EXPERIENCE EXAM: Candidates shall be required to complete the following tests which will be conducted by the Ulster County Sheriff's Office:

PHYSICAL FITNESS AGILITY TESTS: Candidates who pass the training and experience exam shall be required to successfully complete a physical fitness agility test. Candidates must pass this physical fitness agility test to be considered eligible to continue with the other required testing.

CORRECTION OFFICER AGILITY REQUIREMENTS:

Note: The 1 mile run shall only be administered to such individuals who have successfully completed each of the other two elements of the test battery (sit-up and push-up).

Sit-up Muscular endurance (core body) – The score indicated within the table on the following page is the number of bent-leg sit-ups performed in two (2) minutes.

Push-up Muscular endurance (upper body) – The score within the table on the following page is the number of full body repetitions that a candidate must complete without breaks.

1 Mile Run Cardiovascular capacity – The score within the table on the following page is calculated in minutes:seconds.

AGE/SEX

MALE	SIT-UP	PUSH-UP	1 MILE RUN
20-29	33	22	10:00
30-39	30	17	11:00
40-49	24	11	12:00
50-59	19	9	13:00
60+	15	6	14:00
FEMALE	SIT-UP	PUSH-UP	1 MILE RUN
20-29	24	10	13:00
30-39	20	8	14:00
40-49	14	6	15:00
50-59	10	4	16:00
60+	6	-	17:00

PANEL INTERVIEW: Candidates shall be required to sit before an interview panel consisting of senior officers of the Corrections Division.

CRIMINAL BACKGROUND INVESTIGATION: The Ulster County Sheriff's Office conducts a complete background investigation that includes criminal history, previous employment history, and a credit check. Use of illegal narcotics may not be a disqualification, however, it will be reviewed on a case by case basis. Recent use/ingestion will be viewed in a negative light in the background investigation.

POLYGRAPH EXAMINATION: Prior to appointment, candidates may be required to participated in polygraph testing. The administration of a polygraph examination is utilized for determining a candidate's moral character as part of the background investigation.

PSYCHOLOGICAL EVALUATION: Prior to appointment, candidates shall be required to participate in a psychological evaluation to determine their fitness to perform the essential duties of the position. Failure to meet the standards may result in disqualification.

MEDICAL AND SUBSTANCE ABUSE TESTS: In accordance with the Americans with Disabilities Act, candidates made a contingent offer of employment must participate in a medical examination. Appointments are subject to the requirements of the Americans with Disabilities Act. Candidates shall also be required to participate in substance abuse testing designated by the Appointing Authority, and thereafter shall be required to participate in such testing on a random periodic basis during the probationary period after appointment. Evidence of substance abuse or refusal to submit to a urinalysis shall lead to disqualification from appointment or termination of employment.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for guarding inmates and for ensuring that order, discipline and security are maintained in an assigned area of the County Jail. The employee may also have responsibilities for transporting prisoners and for maintaining courtroom security. The work is performed under general supervision of a higher ranked Correction Officer in accordance with well defined procedures and guidelines. Does related work as required.

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 within the Ulster County Civil Service Examinations Portal: <https://ulster-portal.mycivilservice.com/post/exams> on or before the last filing date of **August 21, 2025**.

We recommend that you thoroughly fill out the examination application, especially the education and work experience sections on the application. Be specific; vagueness and ambiguity will not be resolved in your favor. Please submit any college transcripts, certificates, professional licenses or other documentation supporting your educational or work experience.

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 **September 1, 2025**, and approved candidates will be required to complete and submit this questionnaire between **September 1, 2025**, and midnight, **September 30, 2025**. Candidates will not be able to claim any credit for training or experience to be gained after the application filing deadline of **August 21, 2025**.

Candidates who fail to submit their questionnaire by **September 30, 2025** will receive the minimum rating of 70.

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.

Don't have a NY.gov account?	Select: Create Account
Sign into your existing NY.gov account	Select: Sign In

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.

Helpful Tips for Completing the Questionnaire

We recommend that you review the questionnaire in its entirety and collect all the information you will need to complete the questionnaire (e.g., documents related to your education, licenses, certifications, etc.). Then, set aside a block of time that is free of interruptions while you work on the questionnaire. Answer all questions that apply to your education, certification, and work experience as completely and accurately as possible. Save the information that you enter on each page by clicking on the "Save" button which is located at the end of each section. Review and print all saved information before you submit your completed questionnaire.

Shared Questionnaires: Multiple examination(s) may use the same questionnaire. A list of the examinations(s) used for each are noted under the questionnaires. If you have applied for multiple examinations that utilize the same questionnaire, your submission will apply to all examinations you have applied to. If you subsequently wish to apply for additional examination(s) that use this questionnaire, you will be required to submit a separate questionnaire. This will not change your previous submission for the previous examinations.

Shared Questions: If you have filled out any questionnaires in the past, you may see saved responses pre-populated where appropriate. This feature is provided as a convenience to candidates. It is your responsibility to make sure all your responses are accurate before you submit each questionnaire, including any pre-populated responses. You can change, delete, or modify the information on the questionnaire before you submit it for a new examination; however, this will not change your previous submission. Each examination is scored based on your submission for that examination number.

Completed Questionnaires

Before you submit your questionnaire(s), you will be prompted to review your entries. We recommend you print a copy of your responses to keep for your own records because this will enable you to check the information before you make your final submission. When you submit your questionnaire(s), you will receive a confirmation stating that your questionnaire has been successfully submitted.

Frequently Asked Questions

For questions and answers about completing the online questionnaire, please visit the frequently asked questions page on our website at <https://www.cs.ny.gov/testing/faqs.cfm>.

VETERANS CLAIMING ADDITIONAL CREDITS: Non-disabled and disabled veterans who wish to claim additional credits **MUST** request a Veterans Credits application from our office. This form must be completed and submitted along with a war service (DD214) form prior to the establishment of the resulting eligible list. Veterans credits may only be added to a passing score and may only be used for appointment once. Candidates currently in the armed forces may apply for and be conditionally granted veteran's credits. Any candidate who applies for such credits must provide proof of military status to receive the conditional credits. **You may not claim additional Veterans Credits after the eligible list has been established. It is the candidate's responsibility to request the Veterans Credits application forms and submit these forms and any required supporting paperwork before the eligible list is established.**

On November 5, 2013, New York State voters approved an amendment to Article 5, section 6, of the New York Constitution regarding the award and use of additional credits for certain disabled veterans on open competitive and promotion civil service examinations for positions with New York State and local governments.

For eligible lists established after January 1, 2014, disabled veterans may be entitled to additional credits on a civil service examination. Every situation is different. If you have specific questions or concerns, please contact our office.

ADDITIONAL CREDITS FOR 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 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.

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 the rating of examinations will apply to this test.

SPECIAL NOTE: All public agencies are required by law to provide full and equal opportunities for minorities, women and to people with disabilities. All qualified candidates are encouraged to compete without regard to race, creed or national origin.

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*If candidates have not received notification of this examination within four (4) days of the examination, they should contact this office immediately.

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ORIGINAL COPY: YELLOW

ISSUED: July 21, 2025

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