

# ULSTER COUNTY CIVIL SERVICE EXAMINATION ANNOUNCEMENT



Ulster County Personnel Department  
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Email: [ucpers@co.ulster.ny.us](mailto:ucpers@co.ulster.ny.us)  
Internet website: <http://www.co.ulster.ny.us/personnel/index.html>  
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NO FILING FEE FOR THIS EXAMINATION

## ULSTER COUNTY SHERIFF'S OFFICE

### #73767 CORRECTION LIEUTENANT

### PROMOTION EXAMINATION

LAST DATE FOR FILING APPLICATIONS: February 2, 2024

EXAMINATION DATE: March 2, 2024

SALARY: The 2024 starting salary is currently listed at \$41.98 per hour.

QUALIFYING EXPERIENCE FOR TAKING THE TEST: At the time of examination, candidates must have twenty-four (24) months permanent, competitive class status in the position of Correction Sergeant, OR, thirty-six (36) months permanent, competitive class status in the position Correction Corporal. Candidates must be presently employed by the Ulster County Sheriff's Office.

Any person otherwise meeting the requirement(s) for the examination who was laid-off from an agency for which the examination is being held, and whose name is presently on a preferred list, is eligible to compete in the examination. When completing their applications, such persons should be sure to indicate their present employment and/or the title and location of their last permanent employment in the municipality.

### APPLICATION REVIEW TOLERANCE POLICY

For the purposes of this policy, "tolerance" shall mean the leeway given regarding work experience when reviewing an application. Applicants lacking a small amount of work experience when applying for promotional or open-competitive examinations may qualify under the following conditions:

- 1) Candidates will be given a maximum tolerance of one (1) month.
- 2) Tolerance will be given only when the minimum qualification requires one or more years of work experience.
- 3) Tolerance Policy does not apply to education or licensure/certification requirements. (See particular examination announcement for "Anticipated Eligibility" information).
- 4) Tolerance Policy does not apply where required work experience is set forth by law or rules.
- 5) Tolerance Policy does not apply to enable applicants to meet residence requirements.

For more information regarding Tolerance Policy, please contact our office at (845) 340-3550.

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning, directing and supervising the operating activities of a large number of correction officers in a correction facility. Work is carried out in accordance with principles and practices of modern corrections administration, with specific policies and guidelines. Additionally, the work involves responsibility for the safety and security of inmates and visitors on the assigned shift. Work is performed under the general supervision of the Warden and the Corrections Superintendent with leeway allowed for the exercise of independent judgment. Direct and general supervision is exercised over Correction Sergeants and Corporals. Does related work as required.

**SUBJECT OF EXAMINATION:** Written test will cover knowledge, skills, and/or abilities in such areas as:

**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 Inmate 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.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication 'General Guide to Written Tests' helpful in preparing for this test. This publication is available online at: <https://www.cs.ny.gov/testing/testguides.cfm>.

**CALCULATORS:** "Unless specifically prohibited, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, 'Spell-Checkers', 'Personal Digital Assistants', 'Address Books', 'Language Translators', 'Dictionaries' and any similar devices are prohibited."

**POINTS WILL BE ADDED TO AN ELIGIBLE SCORE AS FOLLOWS:**

\*Seniority . . . . . For each year 0.2

\*Seniority is based on the length of continuous competitive (permanent) class service in the jurisdiction up to a maximum of twenty (20) years.

**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.

Applications may be obtained at the Ulster County Office Building, Personnel Department, 244 Fair Street - 5th Floor, P.O. Box 1800, Kingston, NY 12402-1800 OR by mail (INCLUDE A STAMPED SELF-ADDRESSED, LEGAL- SIZE ENVELOPE) OR from our website at: <http://www.co.ulster.ny.us/personnel/index.html>. Applications must be received by the Ulster County Personnel Department or postmarked no later than the 'LAST DATE FOR FILING APPLICATIONS' stated on page one of this announcement.

For those applications submitted in person on the last file date, please submit no later than 4:30 PM. All applications must be in our office no later than 5:00 PM on the last file date. Applications postmarked by the last file date will also be accepted.

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.

**CRIMINAL BACKGROUND INVESTIGATION POLICY:** In accordance with Ulster County Local Law Number 14 of 2007, a criminal background check (including fingerprinting) will be initiated by the Ulster County Personnel Department upon initial employment or re-hire to Ulster County positions, and conducted by the New York State Division of Criminal Justice Services (DCJS), the New York State Office of Court Administration, the United States Citizenship and Immigration Services Verification Information System (IMAGE Program), or any law enforcement agency.

**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. Applicants requesting special testing arrangements as a Saturday Sabbath Observer, alternate test date candidate (in accordance with Alternate Test Date Policy), or an active member of the military away from the area on the scheduled test date must clearly indicate this fact on the application. All such requests must be supported by appropriate documentation.

**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.

**APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON SAME DATE:** If you have applied for any other Civil Service examinations for employment with any other local government jurisdiction, you must make arrangements to take all the examinations at one test site. Please indicate your intentions under #12 remarks on the application for examination.

If you have applied for both State and local government examinations, you must inform the Ulster County Personnel Department of your intent to participate in both exams no later than **two weeks** before the date of the examinations. When taking local and State examinations on the same day, all of these examinations must be taken at the State test site. You will be informed by letter when and where to report for the examinations and you should bring the Ulster County admission notice with you to the State test site along with the State admission notice you will receive from the State.

If you have applied for other local government examinations, you must inform all local government civil service agencies of the test site at which you wish to take your examination(s) no later than **two weeks** before the date of the examinations.

#73767 CORRECTION LIEUTENANT

For this examination write your intentions under #12 Remarks on the last page of the Ulster County Examination Application OR write a letter to the Ulster County Personnel Department, 244 Fair Street – 5<sup>th</sup> Floor, PO Box 1800, Kingston, NY 12402.

\*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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ISSUED: December 29, 2023

Ulster County Employment Portal: <https://ulster-portal.mycivilservice.com/>