



Office of Personnel and Civil Service
Job Announcement
Please Post Conspicuously

Michael Mascarenas
County Manager

Shaun Gilliland
Chairman of the Board

TITLE: **CORRECTIONS OFFICER**
(Provisional* Appointment)

SALARY: \$18.65/HR.
Current employees hired **PRIOR** to 2009 contact the Personnel Office for rate of pay.

LOCATION: Essex County Sheriff's Department, Lewis

BENEFITS: Health Insurance, Dental Insurance, Sick, Vacation, and Personal time, NYS Retirement, Life Insurance, Flexible Spending Plan, Paid Holidays, Employee Assistance Program and Employee Premium Enhancement .

JOB SUMMARY: The work involves responsibility on an assigned shift for the enforcement of rules and regulations governing the custody, security, conduct, discipline, safety, and general well-being of inmates at the County Correctional facility. The duties involve considerable inmate contact and supervision in a work, recreation, or learning environment. Work procedures are well defined, but incumbents must be alert to possibilities of emergency situations arising, and exercise sound judgement when problems occur. The work is performed under general supervision of a higher-level correctional supervisor with leeway allowed for the exercise of independent judgement in dealing with day-to-day situations in the facility. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma. Candidate must be 18 years of age to hold the position of corrections officer in Essex County.

SPECIAL REQUIREMENTS:

- Candidates must possess a current valid New York State Driver's License at the time of appointment.
- Candidates must be able to pass a physical agility test and will be subject to a rigorous background investigation.
- Successful completion of the New York State Commission of Corrections training prior to completion of the probationary period.

Residency Requirement: There is no residency requirement.

(OVER)



Essex County Dept. of Personnel & Civil Service

Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, NY 12932



essexcountyny.gov/personnel-and-civil-service



518.873.3360

Essex County is an Equal Opportunity Employer

Additional Information: Qualified candidates will be subject to a Civil Service examination to be announced at a later date. Applications will be accepted until the closing date of the examination. Persons seeking employment with Essex County shall be required to submit to a drug and alcohol screening/testing, pre-employment physical, and additionally may be required to submit to a fingerprint background check, depending upon the specific requirements of the position.

Posting Date: January 30th, 2024

Application Deadline: February 13th, 2024

*The term provisional means that you will be required to take the next civil service examination for this title and place among the top three (3) candidates on the examination list in order to be eligible for permanent appointment.



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