

**PLEASE POST THIS NOTICE CONSPICUOUSLY**

**THE MONTGOMERY COUNTY PERSONNEL DEPARTMENT ANNOUNCES A  
PROMOTIONAL EXAMINATION FOR:**

**CORRECTION CORPORAL: EXAM #70030-740**

**Examination Date: November 7, 2026**

**Last Filing Date: October 6, 2026**

**2026 Base Salary: \$66,185**

**Application Fee: \$15.00 (must accompany application – see notes below)**

The Montgomery County Personnel Department announces a promotional examination for Correction Corporal. The eligible list resulting from this examination will be used to fill vacancies as they may occur within four years of the establishment of the eligible list unless the Montgomery County Personnel Officer deems another examination necessary. All candidates who meet the promotional qualifications and wish to participate in this examination are encouraged to file an application.

**RESIDENCY REQUIREMENT:** Candidates must be a legal resident of Montgomery County or a Contiguous County. Please provide a copy of your driver's license (front and back) with your application to verify residency.

**APPLICATIONS:** Applications are available on our website, [www.co.montgomery.ny.us](http://www.co.montgomery.ny.us), or in person at our office located at 20 Park Street, Fonda.

**LOCATION OF POSITIONS:** All positions within this title are located within the Montgomery County Sheriff's Office Correctional Facility.

**DUTIES:**

The work involves responsibility for the booking of inmates and for enforcement of rules and regulations governing the custody, security, conduct, discipline, safety and the general well being of inmates and staff in the County Correctional facility during an assigned shift. Work procedures are well defined but incumbents must be alert to possibilities of emergency situations arising and exercise sound judgment when problems occur. This position differs from that of Correction Officer by virtue of increased level of responsibility and supervisory responsibilities. Supervision is received from a Correction Sergeant with leeway allowed for the use of independent judgment in dealing with day today situations in the facility. A Corporal acts as a "working supervisor". A Corporal is an officer of the facility and should be able to work all or most positions. In this function, rank carries no "weight", only as a responding officer to an incident or, as directed by a superior, for relief/replacement of a shift supervisor. The incumbent does related work as required. This position is designated as a Peace Officer.

**PROMOTIONAL QUALIFICATIONS:** Candidates must be employed in the competitive class in the Montgomery County Sheriff's Office on the date of the written test and must have served continuously on a permanent basis for one year as a Correction Officer. Permanent competitive part-time service as a Correction Officer may be pro-rated to meet the minimum requirements for the position.

**SPECIAL REQUIREMENTS:**

1. Possession of a clean and unrestricted appropriate level New York State driver' license at the time of appointment which must be maintained during employment.
2. Incumbents in this position are required to reside within Montgomery County or a Contiguous County at all times during their employment in this title.

**ELIGIBILITY FOR PROMOTIONAL EXAMS:** According to Civil Service Law, section 52.10(a) which became effective September 4, 2024, time served provisionally immediately preceding permanent appointment shall count towards meeting the time in title and the employee shall be eligible to take the promotional exam.

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

**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.

**CALCULATOR POLICY:** The use of calculators is **allowed** for this examination.

**APPLICATION FEE:** An application fee of \$5.00 is required for this examination. The required fee must accompany your application. Send a check or money order payable to the Montgomery County Personnel Department and write the examination number(s) on your check or money order. Do not send cash. As no refund will be made, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

**WAIVER OF EXAMINATION FEE FOR UNEMPLOYED OR PUBLIC ASSISTANCE RECIPIENTS:** An exception to the fee requirement will be made only for unemployed heads of households and for persons receiving Supplemental Social Security payments or public assistance. To receive an examination fee waiver, the candidate must meet any one of the following criteria: 1. Individuals who are unemployed and primarily responsible for the support of a household; or 2. Individuals who are eligible for Medicaid, or receiving Supplemental Security Income (SSI) payments; or 3. Individuals who are receiving Public Assistance in the form of Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance, or are certified eligible for Job Training Partnership Act/Workforce Investment Act programs through a state or local social services agency. An Application Fee Waiver Request and Certification Form must be completed and submitted with the examination application. **All claims for application fee waiver are subject to verification.** If you can verify eligibility for an application fee waiver, please complete the "Application Fee Waiver" form and submit it with your application. This form can be obtained the Montgomery County Personnel/Civil Service website, or through contacting our office at (518) 853-8368.

**PROPER COMPLETION OF APPLICATION:** Applications must have the front and back completed. Resumes may be attached, but they do not take the place of the completed application. If a resume becomes removed from the application the qualification portion of the application process will be lost as well, therefore jeopardizing the candidates' chances of being approved for the examination.

**ADMISSIONS NOTICE:** Approved applicants will receive an Admissions Notice from our office providing the date, location and time of the examination. If you have not received your admission notice or a letter stating you do not qualify by the second week before the examination date, please contact the Personnel/Civil Service Office at (518) 853-8368 for information. **Montgomery County will not be responsible for the notifications once they have been mailed. Therefore, it is your responsibility to contact this office if you have not received some form of notification as to your status in regard to taking the examination. No candidates shall be admitted to the examination without an admissions notice.**

All examinations are prepared and rated by the NYS Department of Civil Service in accordance with Section 23-2 of the Civil Service Law.

**SPECIAL ARRANGEMENTS:** Special arrangements may be made if you require a religious accommodation, are a disabled person, or are unable to participate in the examination on the scheduled date due to active military service.

**THIS APPLICATION IS PART OF YOUR EXAMINATION:** Unless otherwise indicated on this announcement, the candidate shall complete one Application for Examination or Employment form for each examination he/she wishes to take. No copies will be accepted. Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be returned to the application for proper completion, or ultimately disapproved for failure to fully complete. All applications shall be filed with the Montgomery County Personnel Department, either by mail or in person: 20 Park Street / PO Box 1500, Fonda, NY 12068. This office reserves the right to reject for lateness, application filed after the advertised filing period. The Montgomery County Personnel Department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

**PROMOTIONAL EXAMS:** Promotion exams are subject to sections 52(1) and 52(9) of the Civil Service Law.

**ANTICIPATED ELIGIBILITY:** If you expect to complete the educational requirement(s) within 90 calendar days following the examination date, you can be admitted to this examination. If successful on the examination, you will not be certified for appointment until you have submitted acceptable proof of completion of the requirements to the Montgomery County Personnel Officer. **It is your responsibility to provide this documentation.**

**CROSS FILING:** If you have applied for any other Civil Service examinations for employment with New York State or any other local government jurisdiction, you must make arrangements to take all the examinations at one test site. If you have applied for both State and Local government examinations, you must make arrangements to take all your examinations at the State examination center by completing a cross-filer form with the local agency no later than two weeks before the test date. If you have applied for other local government examinations, call or write to each Civil Service Agency for which you have filed for examinations to make arrangements no later than two weeks before the date of the testing date.

**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.

**VETERANS CREDITS:** As no credit may be granted after the establishment of the eligible list, it is important that any applicants claiming additional veterans credits notify our office of your intention to apply for veteran's credits at the time of examination application, or at any time between the dates of the application but prior to the date of the establishment of the resulting eligible list. In order to be granted additional credit, a veteran must first obtain a minimum passing score on the examination. Disabled veterans are entitled to receive an additional 10 points on an open-competitive examination or an additional 5 points on a promotion examination. Non-disabled veterans are entitled to 5 points on an open-competitive examination and 2.5 points on a competitive examination. In order to be eligible for credits as a disabled veteran, the candidate must be certified by the Department of Veterans Affairs as having a service connected disability rated at 10% or more, which was incurred during a time of war. Points are added to earned scores provided they have not been used to secure permanent appointment or promotion previously. Candidates are allowed the option of waiving these credits after completion of the examination if the resulting ranking is sufficiently high without them. Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits. **For more information on applying for or using veterans credits, or for a copy of the application to use veteran's credits, please contact our office at (518) 853-8368.**

**FILING OF EXAMINATION APPLICATIONS BY MILITARY PERSONNEL/MILITARY MEMBERS:** Individuals serving on active duty in the armed forces during the filing period for a civil service examination, or individuals who have been discharged with other than a dishonorable discharge after the filing period for an examination has commenced, must be permitted to file for the examination no later than ten business days before the scheduled date of the examination or the last filing date, whichever is later. If qualified, the person must be provided an opportunity to compete in the examination under terms and conditions deemed appropriate by either the State or Municipal Commission. It may be necessary to schedule the examination for a candidate whose application is approved, on a different, later test date, due to a shortage of test materials or vacancies in a testing schedule. In order for a make-up exam to be administered, the eligible list resulting from the original examination holding would still have to be in existence. Persons eligible for military make-up do not have to wait until discharge from active duty to take

the test. Completing the exam at the earliest possible opportunity is advisable. The applicant must make full disclosure in writing of ALL New York State and Municipal Civil Service examinations for which a military make-up exam is being or will be requested. The applicant must be able to sign the Alternate Test Date Affirmation. The applicant must submit to this office, a copy of a military order, DD214 or other official military document that substantiates the applicant's active military service at the time of the examination and any subsequent service. Candidates must request a make-up exam no later than 60 days after release from active duty.

**EMERGENCIES:** If an emergency prevents you from appearing for the examination, please notify this office no later than 9:00 AM on the Monday following the test date (Tuesday, if Monday is a holiday), providing verifiable documentation of the reason.

**ELIGIBLE LISTS:** Appointments from an eligible list must be made from the top three candidates willing to accept appointment. The duration of an eligible list may be fixed for a minimum period of one year up to a maximum period of 4 years.

**ADDRESS CHANGE:** Failure to notify this office of a change of address may result in disqualification for examination or certification for appointment following examination. No attempt will be made to locate candidates who have moved.

**ALTERNATE TEST DATE POLICY:** Because considerable planning, preparation and expense goes into each examination scheduled by the Personnel Officer, it is expected that candidates exert every effort to appear on the announced examination dates. On occasion, candidates may have to sacrifice personal commitments to pursue their career goals. On the other hand, the Personnel Officer must also be able to respond to legitimate needs when candidates find that significant personal events preclude their taking written examination when scheduled. The Personnel Officer has determined the following reasons may warrant granting an alternate test date: A death in the immediate family or household within the week preceding the examination; Military commitment; Being a member of a traditional, religious or civil ceremonial party, such as a wedding, baptism, bar mitzvah or a member of the immediate family or household of the individual for whom the ceremony is being held; Having a conflicting professional or educational examination. Professional examinations would include those for CPA, ACSW, and the Bar. Educational examinations would include SAT, College Boards and Graduate Records; Vacations for which non-refundable down payments were made before the examination announcement was issued; Required court appearances; Medical emergencies involving a hospital confinement or certification from a physician that the candidate is unable to appear for the examination due to a specific medical problem of the candidate or member of the immediate family or household; Emergency weather condition, verified by the local public safety agency, that lead to the closing of specific roads, highways or independent transportation services which prevent a candidate from reaching the test center. Other reasons may be considered on a case-by-case basis.

**PROCEDURES FOR REQUESTING ALTERNATE TEST DATE:** For situations known prior to when the examination is scheduled for administration, the candidate should notify the Montgomery County Personnel office in writing as soon as possible before the test date. The request should contain a complete explanation of the reason the candidate cannot take the examination as scheduled and be supported by appropriate documents, if available. For emergency situations, the candidate must notify this office no later than Monday (Tuesday if Monday is a holiday) following the Saturday scheduled test date.

**LIMITATIONS IN APPLYING ALTERNATE TEST DATE POLICY:** Written examinations will not be administered prior to the scheduled date. Alternate test dates generally will be granted no later than the Saturday following the scheduled examination. Taking two civil service tests on the same day is not a basis for an alternate test date for one, as long as both are provided by the New York State Department of Civil Service. Alternate test date candidates must affirm in writing that they have not discussed the examination content with any individual. If the affirmation proves untrue, disqualification will follow.

**EEOE / DISCLAIMER:**

Montgomery County is an Equal Employment Opportunity Employer. Montgomery County does not unlawfully discriminate in employment because of age, race, creed, color, national origin, sex, sexual

orientation, disability, marital status, arrest and/or criminal conviction record unless based on a bona fide occupational qualification or other exception, genetic predisposition, or domestic violence victim status.

The Montgomery County Personnel Office is responsible for job titles for all public employment positions within Montgomery County, excluding NYS Department of Education positions. There are numerous job titles that are shared between all of our appointing authorities.