

**WARREN COUNTY DEPARTMENT OF HUMAN RESOURCES
CIVIL SERVICE ADMINISTRATION
Announces
OPEN COMPETITIVE
TRAINING AND EXPERIENCE ONLINE EXAM
For
CORRECTION OFFICER**

CLOSE OF FILE: September 18, 2026

EXAM NUMBER: 60071910

**NON-REFUNDABLE \$15.00 APPLICATION FEE REQUIRED
CHECK OR MONEY ORDER ONLY – NO CASH; Payable to Warren County Treasurer
Fee Waiver Available to Qualifying Applicants**

IMPORTANT NOTE: FOR THIS EXAM, APPLICATIONS MUST BE RECEIVED IN THE WARREN COUNTY HUMAN RESOURCES OFFICE BEFORE CLOSE OF BUSINESS (4:00 PM) ON SEPTEMBER 18, 2026. *(For this exam, applications received in the Warren County Civil Service Office after September 18, 2026 will not be accepted and will be returned (even if timely post-marked)).*

VACANCIES: This examination is being held to establish an eligible list to be used as vacancies may exist or occur in the Warren County Sheriff's Office.

CONTINUOUS RECRUITMENT/ELIGIBLE LISTS: This examination is being held on a continuous recruitment basis. The training and experience exam will be held periodically. Candidates who meet the qualifications and pass the exam will have their names placed on the eligible list in the order of final scores, regardless of the date on which they filed or took the test. Generally, the names of qualified candidates will remain on the eligible list for a minimum of 1 year. Warren County Human Resources reserves the right to terminate this special recruitment program.

SALARY: \$57,558 (2026 Base Salary)

RESIDENCY: Candidates must have been residents of Warren County or a contiguous county (Essex, Hamilton, Saratoga or Washington) for at least four (4) months immediately preceding the date of the exam. Preference in appointment may be given to successful candidates who meet the residency requirements in the jurisdiction where the vacancy occurs in accordance with Warren County Civil Service Law and Rules.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency or comparable diploma as provided under the NYS Civil Service Law.

SPECIAL REQUIREMENTS:

- A) Eligibility for appropriate driver's license issued by the NYS Department of Motor Vehicles at the time of application.
- B) Possession of a NYS Driver's License at the time of appointment.

DUTIES: This position involves responsibility for the enforcement of rules and regulations governing security, conduct, discipline, safety, custody and control of inmates in the Warren County Correctional Facility. The duties involve considerable inmate contact and supervision in a work, recreational or educational setting. Work procedures are well defined, but incumbents must be alert to possibilities of emergency situations arising and exercise sound judgment when dealing with these problems. The work is performed under the general supervision of a Correction Sergeant with leeway allowed for exercise of independent judgment in dealing with day-to-day situations in the facility. A Correction Officer also does related work as required.

SCOPE OF THE 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 and return it to the Warren County Department of Human Resources – Civil Service Administration on or before the last filing date of September 18, 2026.

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 October 1, 2026, and approved candidates will be required to complete and submit this questionnaire between October 1, 2026 and midnight October 31, 2026.

Candidates will not be able to claim any credit for training or experience to be gained after the application filing deadline of September 18, 2026. Candidates who fail to submit their questionnaire by October 31, 2026 will not receive a score and not be added to the eligible list.

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 an NY.gov account?

Sign in to your existing NY.gov account

Create Account



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.

QUALIFYING PHYSICAL AGILITY TEST: Candidates whose names appear on an eligible list for this training and experience examination will be required to pass a qualifying physical agility examination before they can be certified for appointment. The physical agility examination will be held at a later announced date. Failure to appear for a scheduled physical agility examination will be considered an unqualified declination and the name of the candidate may be eliminated from future consideration. Elements of the examination may include; but may not be limited to, upper body strength, lower body strength and endurance. Retests for candidates who have failed the physical agility examination will be announced and held at the discretion of the Personnel Officer.

NOTE: Candidates may be subject to a thorough background investigation. Applicants may be required to authorize access to educational, financial, employment, mental health, criminal history or other records. At the discretion of the appointing authority, candidates may be subject to additional screenings including but not limited to medical exam, psychological testing, finger printing and drug testing.

HOW TO APPLY: Applications and information may be obtained from the Warren County Department of Human Resources - Civil Service Administration, or from the web site: <https://www.warrencountyny.gov/jobs>.

PLEASE NOTE: FOR THIS EXAM, Application/exam fee must be submitted to the Warren County Human Resources - Civil Service Administration before the close of business at 4:00 p.m. on September 18, 2026. For this training and experience exam, we cannot accept any applications delivered to this office (personally or by mail) after September 18, 2026. You are responsible for completing **ALL** sections of the official application. To receive credit for experience on a job, basic information such as address, name and title of supervisor, hours in the workweek, final salary, etc. must be shown. Ambiguity and vagueness **WILL NOT** be resolved in your favor.

APPLICATION FEE: An application processing fee as specified on this announcement must accompany the application. **CHECK OR MONEY ORDER ONLY** must be payable to **WARREN COUNTY TREASURER**. **DO NOT SEND CASH.** **YOU MUST LIST THE EXAM NUMBER ON THE CHECK OR MONEY ORDER.** You are

responsible for comparing your qualifications with the minimum qualifications posted on this examination announcement. **THERE WILL BE NO REFUNDS** if your application is disapproved.

APPLICATION FOR FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving supplemental security income payments, or public assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete the exam fee waiver and certification section on the application.**

VETERAN'S CREDITS: Veterans or disabled veterans who may be eligible for additional credits must check the appropriate areas on the application and also submit a separate application for veteran's credits and supporting documentation. Applications and information on veteran's credits may be obtained from the Warren County Human Resources - Civil Service Administration at <https://www.warrencountyny.gov/jobs>.

TESTING ACCOMMODATIONS: Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and candidates with a disability who require reasonable accommodations to take the test must clearly indicate the need for special arrangements on their application. Candidates who are called to military service after filing an application should send requests for an alternate test date to our office as soon as possible before the test date. Military service members who apply for an examination during the filing period but are on active military duty on the date the examination is scheduled may request a military make-up examination. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the test date. You must submit with your application the type of special arrangements or reasonable accommodations requested accompanied by all supporting documentation.

GENERAL INSTRUCTIONS AND INFORMATION

1. Application may be made using the Warren County Application for Examination or Employment Form, available at <https://www.warrencountyny.gov/jobs> or by contacting Warren County Civil Service at 518-761-6440.
2. Applicants must submit a complete application with regard to meeting the minimum qualifications and requirements for this examination. Incomplete applications will be disapproved. There will be no refund of the application fee should your application be disapproved.
3. Falsification of any part of the "Application for Examination or Employment" may result in disqualification and possible legal action. All statements made by applicants may be subject to verification.
4. For further information on Veterans credits eligibility, go to <https://www.warrencountyny.gov/jobs> or call 518-761-6440.
5. 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 exams will apply to this examination.
6. The eligible list established as a result of this examination will remain in force for at least one (1) year and may be extended by the Personnel Officer for a maximum of four (4) years. Changing conditions may make it necessary to certify future vacancies at higher or lower salaries than those announced.
7. Unless otherwise specified, the final rank order of the eligible list established as a result of the exam will be determined on the basis of the scores received on the written test, plus veterans and seniority credits where appropriate.
8. Candidates who fail the examination, or who fail to appear for the examination as scheduled, will be eliminated from further consideration.
9. It is the responsibility of the candidate to notify the Warren County Department of Civil Service of any change

in name and/or address. A Change of Address form can be found at <https://www.warrencountyny.gov/jobs>.

10. **BACKGROUND INVESTIGATION:** Candidates may be subject to a thorough background investigation to determine suitability for appointment. Applicants may be required to authorize access to educational, employment, criminal history and/or other records check as part of such investigation. Applicants may be required to submit the necessary fees for the fingerprint processing, where required. Failure to meet the standards of investigation may result in disqualification.
 11. Pursuant to Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty are entitled to receive ten additional credits on an exam which may result in an original appointment in the municipality where the deceased parent served. Candidates eligible for additional credit should indicate this on their exam application.
 12. **EVALUATION OF POST-SECONDARY EDUCATION:** Your degree must have been awarded by a college or university 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. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee. Where a degree is required for minimum qualification, do not send transcript unless required on this announcement.
 13. **SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:** Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.
 14. **PUBLIC SERVICE LOAN FORGIVENESS:** College graduates with student loans may be eligible to have part of their loan paid for after being employed in a full-time position at Warren County. Additional information is available at <https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service>
-

ISSUED: 8/28/2026

Jackie Figueroa
Director of Human Resources
Warren County Department of Human Resources
1340 State Route 9
Lake George, NY 12845

Warren County is an Equal Opportunity/Affirmative Action Employer

View all examination announcements on line at: www.warrencountyny.gov/jobs