



Commissioner  
Kevin Cheverko

Department of Correction protects the public through the secure, humane and efficient confinement of offenders.

This mission is carried out pursuant to appropriate legal mandates and professional standards.

As a criminal justice agency, we are dedicated to promoting a safe

environment for staff, visitors and inmates. The Westchester County Department of Correction envisions an environment that is progressive, proactive and innovative.

We are committed to and promote:

- Professionalism
- Compassion
- Accountability
- Cohesiveness
- Integrity
- Diversity

Formed on January 1, 1969, from units of the former Westchester County Sheriff's Department and the Westchester County Department of Social Services, with a Commissioner appointed by the County Executive, the facility is located on the Valhalla campus, encompassing nearly ½ square mile with more than 700,000 square feet of building space.

The Department is currently comprised of three divisions; Administration, Jail and Penitentiary.

**Westchester County is holding the Civil Service Examination for: Correction Officer - Exam #68-241**

**Last Filing Date: February 10, 2012  
Exam Date: April 14, 2012**



**Robert P. Astorino, Westchester County Executive**

Kerry M. Oristano, Commissioner  
Department of Human Resources

Kevin Cheverko, Commissioner  
Department of Correction

Westchester County  
Department of Human Resources  
148 Martine Avenue, Suite 100  
White Plains, NY 10601  
(914) 995-8644

[www.westchestergov.com/hr](http://www.westchestergov.com/hr)

# Become a **CORRECTION OFFICER**

## *Join our Team*





### Requirements to take the examination:

- High school diploma or GED recognized by the NYS Department of Education
- Legal New York State resident for at least 30 days prior to taking the written test.
- Meet all requirements of the New York State Public Officers Law.

### Requirements to be appointed:

- U.S. citizen 30 days prior to appointment
- Legal resident of New York State 30 days prior to appointment and maintain this residency throughout employment
- At least 21 years of age
- Valid NYS driver's license 30 days prior to appointment and maintain such throughout employment
- Pass an in-depth background investigation
- Pass required medical, psychological screening and/or physical agility examinations as required at time of appointment.

*(See official examination announcement for further details.)*

## BECOMING A CORRECTION OFFICER

If you become a Correction Officer, you will have taken the first step toward a rewarding career. There is room for career growth from this entry-level position through the Civil Service promotion examination process to the following positions:

### Correction Sergeant

### Correction Captain

### Assistant Warden

Entry-level Correction Officers must attend and pass the Correction Academy. You will earn at least 9 academic credits in Criminal Justice from Westchester Community College (recognized by the State University of New York).

### Benefits available to Correction Officers include:

- **\$50,125 starting salary**
- **\$78,795 maximum reached in four additional steps**
- Paid annual leave
- Paid sick leave
- Tuition reimbursement
- New York State Retirement System
- Health insurance
- Deferred compensation

**Westchester County is an equal opportunity employer. Women and minorities are encouraged to apply.**

## HOW TO FILE FOR THE EXAMINATION



Applicants interested in participating in the Westchester County Civil Service examination for Correction Officer can apply online or by completing the required application and submitting it with the \$50 application fee. Both must be postmarked no later than the last filing date indicated on the official announcement.

Applications and announcements may be downloaded from the Westchester County Department of Human Resources website [www.westchestergov.com/hr](http://www.westchestergov.com/hr) or obtained in person at:

**Department of Human Resources  
148 Martine Avenue, Suite 100  
White Plains, NY 10601**

*Please Note: Entry to the office building is on Court Street and requires a photo ID.*

Applications should be accurately completed, including the declaration of legal residency. Veterans of the armed forces of the United States should attach a copy of their DD214 (if discharged). Active duty members of the armed forces should attach documentation designating status as indicated on the application.

New York State Study guide for this examination is available for downloading on the Westchester County Department of Human Resources website: [www.westchestergov.com/hr](http://www.westchestergov.com/hr) or at the Department of Human Resources, Suite 100, White Plains, NY.