

St. Lawrence County Government  
Position Advertisement Form

St. Lawrence County Sheriff's Department is in search of:

**Correction Officer (Part Time)**

Salary: \$24.90/hr

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 level Correctional Facility. The duties involve both direct and indirect contact with inmates during the supervision of facility operations. Work procedures are well defined but incumbents must be alert to possibilities of emergency situations arising and exercise sound judgment when problems occur. The work is performed under general supervision of a higher level correctional supervisor with leeway allowed for the exercise of independent judgment in dealing with day-to-day situations in the facility. The incumbent does related work as required.

**MINIMUM QUALIFICATIONS:** Graduation from high school, possession of a high school equivalency diploma or possession of an Individual Education Plan diploma.

**SPECIAL REQUIREMENT FOR APPOINTMENT AND CONTINUED EMPLOYMENT:** Employees in this class are required to possess a valid New York State Motor Vehicle Operator's license or otherwise demonstrate a capacity to meet the transportation needs of the position.

Additional Employment Information: **In order to be permanently appointed for this position, you must be appointed from a civil service exam list. This exam is a Training and Experience Exam that will be held at a later date. You will not be required to sit for a written exam. You will be scored based on an evaluation of your education and experience as shown on your resume/application.**

Applications accepted until position is filled.

**You can apply online at <https://stlaw-portal.mycivilservice.com>.**

Applications can also be obtained from the St. Lawrence County's website,  
<https://stlawco.gov/Departments/HumanResources> or by contacting Human Resources  
(315)379-2210.

Send application to:  
St. Lawrence County Human Resources Office  
48 Court Street  
Canton, NY 13617  
**EEO**

11/14/25