

St. Lawrence County Government  
Position Advertisement Form

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

**Correction Officer (Part Time)**

Salary: \$23.94/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: **This is a provisional appointment. The successful applicant will need to take a civil service examination and score within the top three interested candidates in order to be permanently appointed.**

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  
**AA/EEO**

**03/14/2024**