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# CATTARAUGUS COUNTY CIVIL SERVICE

## HUMAN RESOURCES DEPARTMENT

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303 Court Street \* Little Valley, NY 14755 \* (716) 938-2281 \* FAX (716)938-2759

John R. Searles, Personnel Officer

Kristine M. Phinney, Deputy Personnel Officer

### CORRECTION OFFICER (Part-time)

**Vacancies:** There are immediate openings within the Sheriff's Office for part-time positions.

**Residency:** Preference in appointment may be given to candidates who have been a resident of Cattaraugus County.

**Salary:** \$21.99 per hour (Sheriff's Office Employees Unit, Grade 23)

**Duties:** This is responsible work involving the performance of a variety of duties in connection with the safe and efficient operation of the County Correction Facility. An incumbent guards and attends to the care, well-being, and discipline of jail inmates. Supervision is received from a higher-ranking Sheriff's Department employee with leeway provided for use of independent judgement and initiative when the occasion demands. A Correction Officer does related work as required.

**Minimum Qualifications:**

Graduation from high school or possession of a high school equivalency diploma.

*SPECIAL REQUIREMENTS:*

- 1) At the time candidates are being considered for appointment they must meet physical/medical standards. In accordance with state laws, a Correction Officer is a peace officer and must be qualified to hold such office. Permanent appointments to this class are subject to satisfactorily completing training standards prescribed by the State Commission of Correction.
- 2) At time of appointment, must possess and maintain a valid Driver's License to operate a motor vehicle in New York State.

For more information, please contact **Jail Superintendent Eric Keller** at The Cattaraugus County Sheriff's Office, Jail Division at **716-938-2246**.

**Apply online or send applications to:**

Cattaraugus County Human Resources  
Attention: Civil Service  
303 Court Street  
Little Valley, NY 14755