

On the other side of this form is a
Civil Service Examination Announcement by the
SCHOHARIE COUNTY DEPARTMENT OF PERSONNEL & CIVIL SERVICE

ADDITIONAL INSTRUCTIONS AND REQUIREMENTS (PLEASE BE SURE TO READ)

- 1. APPLICATIONS:**

Information and applications are available from the Schoharie County Personnel Department, P.O. Box #675, Schoharie N.Y. 12157, by writing, phoning or calling in person (518) 295-8374. A separate application form must be filed for each desired examination, if being held on separate dates. Be sure that all questions are answered. Applications must contain the correct exam title and/or number in order to be considered.
- 2. TRANSCRIPTS:**

Whenever a college transcript is required, submit it along with your application for examination, or as soon thereafter as possible, prior to the examination date.
- 3. VETERAN'S CREDIT:**

Disabled veterans and veterans establish eligibility for additional credits 10 and 5 points, respectively in open competitive examinations and 5 and 2 ½ points in the case of promotion examinations. Points are added to earned scores provided they have not been used to secure permanent appointment or promotion previously. You are allowed the option of waiving these Credits after completion of the examination if you have ranked sufficiently high without them. Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the Armed Forces to apply for and be conditionally granted Veteran's Credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. **No credit may be granted after the establishment of the list.** It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.
- 4. INVESTIGATION OF CANDIDATES:**

Inquiries may be made as to an applicant's character and ability. Statements made by candidates in their applications are subject to verification.
- 5. RATING REQUIRED:**

All examinations are prepared and rated by the NYS Department of Civil Service in accordance with Section 23.2 of the Civil Service Law.
- 6. ELIGIBLE LISTS:**

Appointments from an eligible list must be made from the top three scores/candidates willing to accept appointment. Eligible List will remain in force for at least (1) one year and may be extended for not more than (4) four years.
- 7. SALARY:**

Eligible candidates who are canvassed for interview for this job title must be willing to accept the minimum salary of the salary range in order to be given consideration for selection.
- 8. RELIGIOUS ACCOMMODATIONS – DISABLED PERSONS – MILITARY MEMBERS:**

Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and disabled candidates who require special accommodations to take the test should indicate the need for special arrangements on their application. **Military Service Members:** If you apply for an examination during the filing period but are on active military duty on the date the examination is scheduled, you may request a military makeup examination. Contact Schoharie County Personnel & Civil Service for more information. 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.
- 9. SENIORITY RATING:**

A number of points (0.2 per year from date of original permanent appointment in the classified service of the government unit in which promotion is sought) shall be added to the passing score of a candidate participating in a promotional examination.
- 10. SECTION 85 a-c CREDIT:** Further explanation of this credit may be obtained on the Schoharie County Personnel & Civil Service Office website or requested from a staff member within the Schoharie County Personnel & Civil Service Office. A candidate claiming such credit has a minimum of two months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.
- 11. CROSS FILING: (Use when you want to be on multiple lists in different counties or state)**

If you have applied for any other Civil Service examinations for employment with New York State or any other local government jurisdiction, **you must arrange to take all the examinations at one test site.** If you have applied for **both State and Local Government Examinations, you must notify** Schoharie County Personnel Department of your intent to take both a State and a local government examination. When taking both a State and local government examination you will be required to take all your examinations at a State examination center. You will be advised by letter when and where to report for your examinations. **If you have applied for other local government examinations,** call or write to each Civil Service Agency to make arrangements. You must make your request for these arrangements **no later than (2) two weeks before the date of the examinations.** You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination(s). For this examination call (518) 295-8374 or write to Schoharie County Personnel Department, P.O. Box 675, Schoharie, N.Y. 12157.
- 12. AGENCY AFFIRMATIVE ACTION POLICY:**

New York State law prohibits discrimination because of age, race, creed, color, national origin, sex, marital status, disability or sexual orientation. It is the policy of this office to act affirmatively in providing equal employment opportunities, including providing reasonable accommodations to qualified disabled individuals.