

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

**ADDITIONAL INSTRUCTIONS AND REQUIREMENTS (PLEASE READ)**

- 1. APPLICATIONS:**

Exam applications are available from the Schoharie County Department of Personnel & Civil Service: 284 Main Street, Room 310, Schoharie, NY 12157, and on-line at <http://www.schohariecounty-ny.gov>. (518) 295-8374. A separate application must be filed for each desired examination, if being held on separate dates. Applications must contain the correct exam number and title in order to be considered. Announced application fee must be submitted with the application in the form of cash, check or money order. Make checks/money orders payable to: Schoharie County Department of Personnel & Civil Service. Mailing address: PO Box 675, Schoharie, NY 12157.
- 2. TRANSCRIPTS:**

Whenever a college transcript is required, submit it with your exam application, or as soon thereafter as possible, prior to the exam date.
- 3. ANTICIPATED ELIGIBILITY (OPEN-COMPETITIVE EXAMINATIONS ONLY):**

Education: If an applicant expects to complete the educational requirement within 6 months of the exam date, the applicant may be admitted to an exam. If successful on the exam, applicant will not be certified for appointment until proof of completed educational requirement is submitted to the Schoharie County Department of Personnel & Civil Service. Proof must be submitted within 60 days of the 6-month education requirement completion deadline. Failure of a candidate to submit this proof will result in automatic removal from the eligible list. The Schoharie County Department of Personnel & Civil Service **will not** contact candidates to ask for this proof prior to removing their name from the eligible list.
- 4. VETERAN'S CREDIT:**

Disabled veterans and veterans establish eligibility for additional credits 10 and 5 points, respectively in open-competitive exams and 5 and 2 ½ points in the case of promotion exams. Points are added to earned scores provided they have not been used to secure permanent appointment or promotion previously. A candidate is allowed the option of waiving these credits after completion of the exam if he/she has 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 exams. 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.
- 5. 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.
- 6. 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.
- 7. ELIGIBLE LISTS:**

Appointments from an eligible list must be made from the top three scores/candidates willing to accept appointment. Eligible Lists will remain in force for at least (1) one year and may be extended up to a maximum of (4) four years.
- 8. 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.
- 9. RELIGIOUS ACCOMMODATIONS – DISABLED PERSONS – MILITARY MEMBERS:**

Applicants whose religious beliefs or military service prevent their taking an exam on the scheduled date and disabled candidates who require special accommodations to take an exam should indicate the need for special arrangements on their application. **Military Service Members:** If you apply for an exam during the filing period but are on active military duty on the date the exam is scheduled, you may request a military makeup exam. Contact the Schoharie County Department of 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 exam up to ten days before the test date.
- 10. 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 exam.
- 11. SECTION 85 a-c CREDIT:** Further explanation of this credit may be obtained on the Schoharie County Department of Personnel & Civil Service Office website or requested from a staff member within the Schoharie County Department of 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.
- 12. CROSS-FILING: (For candidates wishing to take multiple examinations on the same day from different Civil Service agencies)**

If you have applied for any other Civil Service exams 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** the Schoharie County Department of Personnel & Civil Service of your intent to take both a State and a local government exam. When taking both a State and local government exam, you will be required to take all your examinations at a State exam center. You will be advised by letter when and where to report for your exams. **If you have applied for other local government exams,** 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 exams.** 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 exams. The Schoharie County Cross-filing Form can be found on-line at: <http://www.schohariecounty-ny.gov>.
- 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.