CAREER OPPORTUNITIES WITH CIVIL SERVICE

Essex County Announces

A Civil Service Examination for

Electric Substation Technician #61-842

Essex County does not discriminate the Handicapped in Employment or the Provision of Services
Essex County is an Equal Opportunity Employer

For further information contact
ESSEX COUNTY DEPARTMENT OF PERSONNEL AND CIVIL SERVICE
Essex County Government Center
7551 Court Street - P.O. Box 217
Elizabethtown, New York 12932 Tel: (518) 873-3360
www.co.essex.ny.us/jobs.asp

APPLICATIONS ACCEPTED UNTIL . . . . THURSDAY, NOVEMBER 29TH, 2018
EXAMINATION WILL BE HELD ON. . . . . .SATURDAY, JANUARY 5TH, 2019

VACANCY: ***VILLAGE OF LAKE PLACID***
SALARY: ***VARIES WITH LOCATION***

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the installation, repair and operation of electric substation computer programs. General instructions are received regarding what tasks to perform permitting considerable leeway for planning the details of each assignment. The incumbent does related work as required.

***MINIMUM QUALIFICATIONS*:** Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience in an electrical job environment; or an equivalent combination of training and experience to indicate the ability to perform position duties and responsibilities.

(Over)

Subjects of examination: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. Basic principles of electricity
These questions test for knowledge of basic electrical principles including such areas as electric circuit wiring, grounding and insulation; relationships between voltage, current, and resistance in electrical circuits; characteristics of direct current and alternating current circuits; and properties of series and parallel electrical circuits.

2. Principles, practices, tools and equipment of the electrical trade
These questions test for knowledge of the principles and practices of the electrical trade, including such areas as tools and equipment used, proper electrical circuit wiring procedures, and appropriate methods of providing safe, efficient, and effective electrical service.

3. Operation of mechanical and electrical devices
These questions test for knowledge of the principles and practices involved in the use and application of various types of devices used in mechanical work; knowledge of the operation of basic mechanical devices such as gears, pulleys, levers, valves, and similar types of mechanical equipment; knowledge of basic electrical principles and the use and application of equipment and devices used in electrical work; and safe operating practices when working with mechanical and electrical devices.

4. Use and operation of PC's and related peripheral equipment
These questions are designed to test for technical knowledge and concepts relevant to the operation of a PC and associated peripheral equipment for word processing, spreadsheet analysis, database management, data communications and other applications. The questions asked are not specific to any vendor or any model of PC.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "*How to take a written test*" helpful in preparing for this test. This publication is available on line at: https://www.cs.ny.gov/testing/testguides.cfm.

THE USE OF CALCULATORS IS ALLOWED FOR THIS EXAMINATION

10/16/2018

GENERAL INSTRUCTIONS

1. Each candidate must execute an application form and file it with the Essex County Department of Personnel and Civil Service, Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, New York, 12932. Applications should be filed as soon as possible after the announcement of the examination. In writing for application form or information, SPECIFY BY EXAMINATION NUMBER AND TITLE the position for which you wish to apply. Before filing your application, BE SURE EVERY QUESTION IS ANSWERED. AN INCOMPLETE APPLICATION MAY BE DISAPPROVED.

2. Accepted candidates will be notified when and where to appear for examination. None will be admitted to the examination without the official admittance letter. If an application is rejected, due notice will be sent. The department does not make formal acknowledgment of the receipt of an application. If you fail to receive an admission letter at least seven days prior to the examination date, you should contact the Essex County Department of Personnel and Civil Service immediately.

3. There may be restrictions on employment for those who are under 18.

4. There are no residence requirements for taking the examination. Appointing authorities may give preference to legal residents of their jurisdiction.

5. Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office. Veteran's credits can only be added to a passing score on the examination.

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.

6. VERIFICATION OF QUALIFICATIONS: Candidates may be investigated or called for an interview to determine whether they are qualified for appointment. In addition to meeting specific requirements, candidates must be of good moral character and habits.

7. When the written examination is being prepared and rated by the New York State Department of Civil Service in Accordance with Section 23-2 of the Civil Service Law, the provision of the New York State Civil Service Rules and Regulations dealing with the rating and review of examinations apply.

8. Eligible Lists will be established in the order of final rating for successful candidates, and will be established for a period of one year unless exhausted prior to that date. Lists may be extended by the Personnel Director not to exceed four years.

9. RETIREMENT SYSTEM: It is mandatory that persons appointed to full-time positions in a political subdivision participating in the New York State Employees' Retirement System, join the system on appointment. For other employees, membership is optional.

10. SATURDAY SABBATH OBSERVERS - DISABLED PERSONS: If special arrangements for testing are required, indicate this on your application form.

11. RECEIPT OF APPLICATIONS: If you submit an application to the Department of Personnel and Civil Service other than by personal delivery to this office, this office will not be responsible for the arrival of the application. Therefore, you should contact this office on or before the final date for filing to determine whether or not your application has been received.

12. USE OF CALCULATORS: Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar, or battery powered calculators. Devices with typewriter keyboards, `Spell Checkers', `Personal Digital Assistants', `Address Books', `Language Translators', `Dictionaries', or any similar devices are prohibited.

13. FOR NON CITIZENS: At the time of appointment, you must be a legal alien authorized to accept employment in the United States and you must maintain such status throughout the term of your employment with Essex County.

14. COLLEGE TRANSCRIPT: A copy of your college transcript will be required with the official application when applying for any civil service examinations requiring a degree.

15. DRUG-FREE WORKPLACE POLICY: All persons seeking employment with Essex County shall be required to submit to drug and alcohol screening and testing, as well as a pre-employment physical.

16. In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. 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.

APPLICATION FEE:

A fee of $15 is required for each separate examination for which you apply. The required fee must accompany your application. Your check or money order must be made payable to Essex County Treasurer and have the examination number(s) and your Social Security Number on it. CASH WILL BE ACCEPTED. You are urged to compare your qualifications carefully with the Minimum Qualifications and residency requirements for each exam and file only for those for which you are clearly qualified. If you do qualify to take the exam, but fail to participate in the exam, the filing fee will not be refunded. If you do not qualify to take the exam the filing fee will not be refunded.

Should you submit a personal check for payment of the application fee, and such check is returned by the bank prior to the date of examination, you will not be admitted to the examination. Should your check fail to clear the bank prior to the examination date and be returned for insufficient funds after you have sat for the examination, the Local Examination Division will be so notified and a score will not be given to your examination. ***For any checks returned, you will be charged $15.00 payable to Essex County Treasurer.***

APPLICATION FEE WAIVER:

A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act Eligible through a State or local social service agency. All Claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. ***Waiver Request Forms available in the Essex County Dept. of Personnel.***

ALTERNATE TEST DATE POLICY: Essex County has an Alternate Test Date Policy which allows a candidate to participate in the examination other than the set examination date. The alternate test date must be set during the week following the examination date. At no time can an examination be set later than one week following the examination unless New York State Civil Service approval is given. If you are unable to take the exam on the set exam date, contact this office for information regarding the policy. For emergency situations which may occur on the exam date, you must contact the Essex County Department of Personnel and Civil Service no later than the Monday following the exam by 5 o'clock p.m. Make-up of Civil Service Examinations by Military Personnel - Pursuant to Conditions S.243.b of the Military Law.

CONFLICTING EXAMS: If you have applied for any other Civil Service examination for employment with New York State or any other local government jurisdiction, you must make arrangements to take all the examinations at one test site.

If you have applied for both State and Local government examinations, you must make arrangements to take all your examinations at the State examination center by calling (518) 457-7022 no later than two weeks before the test date. Be sure to notify your local civil service agency that you have made arrangements to take your examination(s) at the State site so they do not mark you absent for their examination.

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 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) 873-3360 or write to Essex County Department of Personnel and Civil Service, Essex County Government Center, 7551 Court Street, P.O. Box 217, Elizabethtown, NY 12932.

Essex County is in compliance with American Disability Act requirements.