

CAREER OPPORTUNITIES WITH CIVIL SERVICE

Essex County Announces

A Civil Service Examination for

Assistant Purchasing Agent PROM #71-879

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
<https://www.co.essex.ny.us/jobs.asp>

LAST DATE TO SUBMIT APPLICATIONS Thursday, March 19th, 2020
EXAMINATION WILL BE HELD Saturday, April 25th, 2020

VACANCY: ESSEX COUNTY MANAGER'S OFFICE
2020 SALARY: \$26.14/Hr. (Hired Prior 2009); \$23.52/Hr. (Hired After 2009)

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for independently coordinating the purchasing process for various county departments, including the preparation of specifications for bids and Requests for Proposals, advertising for bids, notification of bid awards and preparation of purchase orders. The work requires the incumbent to utilize a computer and various specialized software and peripheral equipment in the performance of these duties. The incumbent will assist with general office coverage within the County Manager's Office. General supervision is received from the County Manager with considerable leeway for the exercise of independent judgement in carrying out the details of work. The incumbent does related work as required.

PROMOTION QUALIFICATIONS:
Four (4) years of permanent competitive status as a Senior Purchasing Clerk.

(OVER)

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

Preparing written material

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

Understanding and interpreting written material

These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions **only** on what is presented in the passages and **not** on what you may happen to know about the topic.

Arithmetic computation with calculator

These questions test for the ability to use a calculator to do basic computations. Questions will involve addition, subtraction, multiplication and division. You may also be asked to calculate averages, to use percents, and to round an answer to the nearest whole number. **You should bring with you a hand-held battery- or solar-powered calculator for use on this test.** You will **not** be permitted to use the **calculator** function of your **cell phone**.

Principles and practices of purchasing

These questions test for candidates' knowledge of the principles guiding governmental purchasing operations and the ability to put them into practice. These questions may deal with but are not necessarily limited to such matters as the analysis of bids, the use of specifications, the award of contracts, the analysis of market factors that can affect the cost of a purchase, and the application of a set of rules to determine how to proceed with a purchase. Some arithmetic computation may be necessary. No specific knowledge of NYS purchasing laws, rules and regulations will be required to answer these questions.

Test guide: 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 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

USE OF CALCULATORS IS RECOMMENDED

02/26/2020

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: EFFECTIVE APRIL 1ST, 2019 ALL EXAMINATION FEES HAVE BEEN WAIVED UNTIL FURTHER NOTICE.

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.