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HOW TO APPLY FOR STEBEN COUNTY EXAMS

1. Check the website – www.steubencony.org or visit the Steuben County Personnel Office.
2. Click on “Employment Opportunities”

The screenshot shows the Steuben County website interface. At the top left is the Steuben County logo and the text 'STEUBEN COUNTY NEW YORK'. To the right is a search bar with 'Google Custom Search' and a magnifying glass icon. Below the header is a navigation menu with links: Home, Government, Departments & Services, Residents, Businesses, Visitors, and How Do I...?. The main content area features a large photograph of a baseball field. Below the photo are three columns of content:

- Featured Links:** A list of links including Agendas & Minutes, Bids & RFPs, Budget, Calendars, **Employment Opportunities** (highlighted with a red arrow), Freedom of Information Request, Legislature, and Online Property Assessment Data.
- Welcome to Steuben County:** A paragraph describing the county's size and population, followed by a 'more' link.
- Upcoming Events:** A list of events including 'COUNTY OFFICES CLOSED' on May 25, 2015, and various committees meeting in June 2015.

3. All examinations available will be posted here.



The screenshot shows a web page titled "Employment Opportunities" with a navigation menu on the left. The menu items are: Personnel, Employment Opportunities, Forms & Applications, General Civil Service Information, NYS Test Guides, Employee Wellness/Mayo Clinic (Login Required), and Contact Us. The main content area is titled "Employment Opportunities" and includes a sub-header "Updated 05/11/2015" with a red arrow pointing down to the first table. The table lists "SCHEDULED EXAMS - Open Competitive" with columns for Exam. #, Last Filing Date, and Rating/Exam Date. The first entry is "Personnel Clerk" with Exam. # TEST-1, Last Filing Date May 22, 2015, and Rating/Exam Date May 29, 2015. Below this table are sections for "SCHEDULED EXAMS - Promotional", "SPECIAL RECRUITMENT", and "CONTINUOUS RECRUITMENT". The "SPECIAL RECRUITMENT" section includes the text "APPLICATION MUST BE SUBMITTED BY". The "CONTINUOUS RECRUITMENT" section lists "PT Court Security Officer", "PT Corrections Officer", and "PT Dispatcher". At the bottom of the page, there are links for "Forms & Applications" and "NYS Test Guides".

<u>SCHEDULED EXAMS - Open Competitive</u>	<u>Exam. #</u>	<u>Last Filing Date</u>	<u>Rating/Exam Date</u>
Personnel Clerk	TEST-1	May 22, 2015	May 29, 2015

SCHEDULED EXAMS - Promotional

None available at this time

SPECIAL RECRUITMENT

None available at this time

APPLICATION MUST BE SUBMITTED BY

CONTINUOUS RECRUITMENT

PT Court Security Officer
PT Corrections Officer
PT Dispatcher

Forms & Applications | NYS Test Guides

4. Click on the exam title to bring up the announcement.



The screenshot shows the same "Employment Opportunities" page as above, but with a red arrow pointing to the "Personnel Clerk" exam title in the first table. The rest of the page content is identical to the previous screenshot.

<u>SCHEDULED EXAMS - Open Competitive</u>	<u>Exam. #</u>	<u>Last Filing Date</u>	<u>Rating/Exam Date</u>
Personnel Clerk	TEST-1	May 22, 2015	May 29, 2015

SCHEDULED EXAMS - Promotional

None available at this time

SPECIAL RECRUITMENT

None available at this time

APPLICATION MUST BE SUBMITTED BY

CONTINUOUS RECRUITMENT

PT Court Security Officer
PT Corrections Officer
PT Dispatcher

Forms & Applications | NYS Test Guides

5. Sample Exam Announcement:

Steuben County Department of Personnel and Civil Service personnel@co.steuben.ny.us; www.steubencounty.org			SOCIAL WELFARE EXAMINER, # 67219 Page 1 of 3
EXAMINATION, OPEN TO THE PUBLIC			
(a) SOCIAL WELFARE EXAMINER			ISSUED: March 18, 2015
(b) EXAMINATION NO. 67219			
Steuben County Department of Social Services			
(c) April 17, 2015	Read these instructions <i>carefully and thoroughly.</i>	(d) June 6, 2015	
LAST FILING DATE		EXAMINATION DATE	
A NON-REFUNDABLE \$15.00 APPLICATION FEE APPLIES FOR THIS TEST. See page 2 for details. INCOMPLETE APPLICATIONS WILL BE DISAPPROVED.			
SALARY: \$29,198 annually (\$34,351 after 1 year)			
VACANCIES: The Eligible List resulting from this examination will be used to fill any appropriate vacancies that may occur in this title during the life of the list.			
NOTE: A promotion examination for this title will be held at the same time as this open-competitive examination. The eligible list resulting from the promotion examination will be utilized first for filling available vacancies. In accordance with Rule 13.4 of the Steuben County Civil Service Rules, "An employee who is a candidate in a promotion examination for a title unique to a department or is a candidate in an intergovernmental promotion examination shall not be eligible to enter additionally an open competitive examination held at the same time for the same title."			
RESIDENCY REQUIREMENT: Candidates must have been legal residents of Steuben County for at least four months immediately preceding the date of the written examination.			
(e) MINIMUM QUALIFICATIONS: POSSESSION OF THE MINIMUM QUALIFICATIONS MUST BE CLEARLY DEMONSTRATED ON YOUR APPLICATION. Graduation from high school or possession of an equivalency diploma, and two (2) years experience in examining, investigating and evaluating claims for assistance, veterans or unemployment benefits, insurance or a similar program operating under established criteria for eligibility. NOTE: Study in a regionally accredited college or university or one registered by New York State or a business school registered by New York State may be substituted for the experience on a year for year basis.			
NEW HIRE DRUG SCREENING: New hires will be required to submit to a drug and alcohol screening prior to employment with Steuben County. Candidate will cover the cost of the screening. A positive screening will delay and may bar hiring.			
DISTINGUISHING FEATURES OF THE CLASS: May perform any or a combination of assignments in connection with determining financial eligibility, categorical classification, continued financial eligibility and income maintenance depending on the size, organizational structure and work activity needs of the social service district. The work involves the review and evaluation of applications and records and direct interviews with applicants. Work is performed under the supervision of a higher ranking Social Welfare Examiner, except in smallest agencies where work is supervised by a high ranking administrator.			

- a) Examination Title
- b) Examination Number
- c) Last Filing Date – The last date applications will be accepted via hand delivery to the Personnel Office or post marked by the U.S. Postal Service – no exceptions. Late applications will be disapproved
- d) Examination Date – Date the examination will be held. Location to be determined at a later date.
- e) Minimum Qualifications – Candidates must meet these minimum qualifications in order to take the exam.



(f) SUBJECTS OF EXAMINATION: A written test designed to evaluate knowledge, skills, and/or abilities in the following areas:

- 1. Interpreting and applying written Social Welfare program materials, and using basic arithmetic in determining eligibility for assistance**
You will be presented with written passages related to Social Services policies and procedures and be asked to interpret their meaning and/or apply this material to hypothetical case situations. Secondly, you will be given sets of written instructions and regulations regarding such Social Services programs as cash assistance, medical assistance, and food stamps. You must read and understand the instructions given, including schedules of arithmetic figures, and apply these instructions to hypothetical case problems. Some questions require using arithmetic to compute the correct amount of assistance. Previous knowledge of Social Services programs or the eligibility process is not required.
- 2. Recording case notes**
You will be given several sentences from a typical case report paragraph and one additional sentence. You must determine the best place in the paragraph to put the additional sentence in order to make the report coherent and meaningful.
- 3. Interviewing**
You must apply principles and techniques of interviewing to such problems as asking and answering questions, explaining requirements and helping the client understand his or her responsibilities, helping the client feel at ease, structuring and controlling the interview, reacting appropriately to inconsistencies, dealing with a variety of feelings of clients, maintaining confidentiality, and identifying the need for and making appropriate referrals. In addition, some questions may deal with contacting or interacting with other community organizations and agencies to benefit the client or the general public.

Candidates are **ALLOWED** to use quiet, hand-held, solar or battery powered calculators.

A Guide for the Written Test for Social Welfare Examiner is available at the New York State website: www.cs.ny.gov/testing/localtestguides.cfm or from the Steuben County Civil Service Office.

(g) \$15 APPLICATION FEE: NO CASH ACCEPTED.

The New York State Civil Service Law requires our Office to collect an application fee. The amount of the fee is **fifteen dollars (\$15) per applicant for EACH examination** applied for. Fee must be submitted with the application form, by **check (personal or certified) or money order**, payable to "**Steuben County Finance**." You must record the EXAMINATION NUMBER(S) and TITLE(S) on your CHECK.

Applicants whose application forms are not accompanied by the appropriate fee or whose personal checks are returned for insufficient funds will not be considered as candidates. No Refunds. Also, no refund will be made to applicants who are *disapproved* or who *fail to appear*.

You are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are *clearly qualified*. Assistance is available from our office in person or by telephone at 607-664-2345.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at a State examination center.

GENERAL INSTRUCTIONS:

- Applications and additional information are available at the Steuben County Department of Personnel and Civil Service, Steuben County Office Building, 3 East ~~Culler~~ **Culler** Square, Bath, New York 14810, or by calling 607-664-2345. Examination announcements are also available on the Internet at www.steubencony.org.
- Applications postmarked after midnight of the "Last Filing Date" will be disapproved for this examination. If hand delivered, applications must be filed in the Steuben County Department of Personnel and Civil Service no later than 5:00 p.m. on the "Last Filing Date."

f) **Subjects of Examination** – What the written test will consist of. Some tests may have a study guide from New York State but not all do.

g) **Application Fee** - Non-refundable; check or money order; **No cash accepted** – Most Steuben County Civil Service Exams have a \$15 application fee. Uniform Police series have a \$25 application fee.