GENERAL CONDITIONS

1. A FEE OF **$15.00** IS REQUIRED FOR EACH SEPARATELY-NUMBERED EXAMINATION FOR WHICH YOU APPLY. THE REQUIRED FEE MUST ACCOMPANY YOUR APPLICATION. SEND **CERTIFIED CHECK** OR **MONEY ORDER** PAYABLE TO THE SCHENECTADY COUNTY CIVIL SERVICE COMMISSION. **CASH AND PERSONAL CHECKS WILL NOT BE ACCEPTED**. AS **NO REFUND WILL BE MADE**, 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. **APPLICATION FEE WILL BE WAIVED FOR** (1) THOSE APPLICANTS WHO ARE UNEMPLOYED AND PRIMARILY RESPONSIBLE FOR THE SUPPORT OF A HOUSEHOLD; (2) THOSE APPLICANTS WHO ARE RECEIVING SSI OR PUBLIC ASSISTANCE (TANF, FAMILY ASSISTANCE OR SAFETY NET ASSISTANCE); (3) THOSE APPLICANTS CERTIFIED AS JTPA/WIA ELIGIBLE. IF YOU WISH TO APPLY FOR A FEE WAIVER, YOU MUST COMPLETE THE **FEE WAIVER FORM** AND ATTACH IT TO YOUR APPLICATION. FEE WAIVER FORMS ARE OBTAINED AT THE CIVIL SERVICE OFFICE.

2. SENIORITY: (FOR PROMOTION EXAMS ONLY) SENIORITY CREDIT WILL BE ADDED TO AN ELIGIBLE SCORE BASED ON CONTINUOUS PERMANENT COMPETITIVE CLASS SERVICE IN THE JURISDICTION HOLDING THE EXAMINATION. SERVICE WOULD BE CREDITED UP TO AND INCLUDING THE DATE OF EXAMINATION AS FOLLOWS:

LESS THAN 1 YEAR	0.0	11 YEARS - 15 YEARS	3.0
1 YEAR - 5 YEARS	1.0	16 YEARS - 20 YEARS	4.0
6 YEARS - 10 YEARS	2.0	21 YEARS - 25 YEARS	5.0

EACH ADDITIONAL 5 YEARS WILL BE CREDITED 1 POINT IN ACCORDANCE WITH THE ABOVE SCHEDULE.

3. 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.** YOU MAY NOT BRING BOOKS OR OTHER REFERENCE MATERIAL.

4. APPLICATIONS MAY BE OBTAINED AT THE OFFICE OF THE SCHENECTADY COUNTY CIVIL SERVICE COMMISSION. CANDIDATES WILL BE NOTIFIED OF THE TIME AND PLACE OF THE EXAMINATION.

5. APPLICATIONS POSTMARKED AFTER MIDNIGHT OF THE LAST FILING DATE WILL NOT BE CONSIDERED ELIGIBLE FOR THIS EXAMINATION.

6. CANDIDATES WHO FAIL THE EXAMINATION, OR WHO FAIL TO APPEAR FOR THE EXAMINATION AS SCHEDULED, WILL BE ELIMINATED FROM FURTHER CONSIDERATION FOR PURPOSES OF THIS COMPETITION. UNLESS OTHERWISE SPECIFIED, THE FINAL RANK ORDER OF THE ELIGIBLE LIST WILL BE DETERMINED ON THE BASIS OF THE SCORES RECEIVED ON THE WRITTEN TEST, PLUS VETERANS CREDITS WHERE APPROPRIATE.

7. ACCEPTED CANDIDATES WILL BE NOTIFIED WHEN AND WHERE TO APPEAR FOR EXAMINATION. IF AN APPLICATION IS REJECTED, DUE NOTICE WILL BE SENT.

8. THE ELIGIBLE LIST ESTABLISHED AS A RESULT OF THIS EXAMINATION WILL REMAIN IN FORCE FOR AT LEAST ONE YEAR AND MAY BE EXTENDED BY THE CIVIL SERVICE COMMISSION FOR A MAXIMUM OF FOUR YEARS.

9. INQUIRIES MAY BE MADE AS TO CHARACTER AND ABILITY AND ALL STATEMENTS MADE BY CANDIDATES ARE SUBJECT TO VERIFICATION.

10. RELIGIOUS ACCOMMODATION-HANDICAPPED PERSONS ACCOMMODATION-ACTIVE MILITARY MEMBERS: IF SPECIAL ARRANGEMENTS FOR TESTING ARE REQUIRED, INDICATE THIS UNDER THE "REMARKS" SECTION ON YOUR APPLICATION.

11. PERSONS HOLDING A PERMANENT POSITION IN THIS TITLE, IN THIS DEPARTMENT ARE NOT ELIGIBLE FOR ADMITTANCE TO THIS EXAMINATION.

12. THIS 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 PROVISIONS OF THE NEW YORK STATE CIVIL SERVICE RULES AND REGULATIONS DEALING WITH THE RATING OF EXAMINATIONS WILL APPLY TO THIS WRITTEN EXAMINATION.

13. THE MINIMUM QUALIFICATIONS LISTED IN THIS ANNOUNCEMENT HAVE BEEN APPROVED BY THE SCHENECTADY COUNTY CIVIL SERVICE COMMISSION FOR THE PURPOSE OF EVALUATING A CANDIDATE'S EDUCATION, TRAINING AND EXPERIENCE TO DETERMINE ADMISSION TO THIS EXAMINATION. THE COMMISSION IS CONDUCTING THIS EXAMINATION TO ESTABLISH A CIVIL SERVICE ELIGIBLE LIST WHICH WILL BE CERTIFIED TO APPOINTING AUTHORITIES TO FILL AVAILABLE VACANCIES. CANDIDATES WHOSE NAMES ARE CERTIFIED FOR APPOINTMENT HAVE ONLY MET THE MINIMUM QUALIFICATIONS TO TAKE THE EXAMINATION.

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14. FOR EMPLOYMENT WITHIN A SCHOOL DISTRICT, CLEARANCE FROM THE COMMISSIONER OF EDUCATION WILL BE REQUIRED FOR POSITIONS THAT ARE DESIGNATED BY THE SCHOOL DISTRICT AS HAVING DIRECT CONTACT WITH STUDENTS.

15. EMPLOYMENT WITHIN A SCHENECTADY COUNTY DEPARTMENT MAY BE SUBJECT TO PRE-EMPLOYMENT DRUG TESTING AND PERMANENT APPOINTMENT IS CONTINGENT UPON SUCCESSFUL COMPETION OF A CRIMINAL BACKGROUND CHECK.

16. **VETERANS CREDIT:**

IF YOU ARE MAKING A CLAIM FOR VETERANS CREDITS WITH THIS APPLICATION, BE SURE YOU READ THE FOLLOWING INFORMATION VERY CAREFULLY:

ANY CLAIM FOR ADDITIONAL CREDITS AS A DISABLED OR NON-DISABLED WAR VETERAN FOR THE EXAMINATION SHOULD BE MADE WITH THIS APPLICATION. IF YOU ARE CLAIMING VETERANS CREDITS, YOU MUST CHECK THE APPROPRIATE CATEGORY IN QUESTION 5 AND ANSWER ALL QUESTION 11 A-D FAILURE TO DO SO, ACCURATELY AND COMPLETELY, MAY RESULT IN A DENIAL OF YOUR CLAIM.

IF YOU ARE CLAIMING CREDITS AS A DISABLED WAR VETERAN, YOU MUST IN ADDITION TO MEETING THE REQUIREMENTS AS INDICTED BY A "YES" ANSWER TO QUESTION 11 A-C AND A "NO" ANSWER TO QUESTION 11D, BE CERTIFIED BY THE VETERAN/S ADMINISTRATION AS BEING DISABLED IN THE ACTUAL PERFORMANCE OF DUTY IN ANY WAR; THAT THE DISABILITY IS RATED AT TEN (10) PERCENT OR MORE AND THAT THE DISABILITY EXISTS AT THE TIME OF APPLICATION FOR APPPOINTMENT OR PROMOTION.

ALL CLAIMS AND GRANTS OF VETERANS CREDITS ARE TENTATIVE AND MUST BE VERIFIED THROUGH INSPECTION OF DISCHARGE PAPERS AND OTHER RELATED DOCUMENTS, AS NECESSARY, PRIOR TO THE ESTABLISHMENT OF THE ELIGIBLE LIST. YOU WILL BE ADVISED AS TO WHICH DOCUMENTS MUST BE PRODUCED BY YOU FOR THIS VERIFICATION. ALL STATEMENTS YOU MAKE IN SUPPORT OF YOUR CLAIM FOR ADDITIONAL CREDITS ARE SUBJECT TO INVESTIGATION AND SUBSTANTIATION BY THIS AGENCY. IN THE EVENT OF SUBSEQUENT DISCLOSURE OF ANY MATERIAL MISSTATEMENT OR FRAUD IN THIS CLAIM, YOUR APPOINTMENT MAY BE RESCINDED AND YOU MAY BE DISQUALIFIED FROM FURTHER APPOINTMENT ON WHICH YOU HAVE BEEN GRANTED ADDITIONAL CREDITS AS A RESULT OF SUCH MATERIAL MISSTATEMENT OR FRAUD.

IN CONFORMANCE WITH SECTION 85-a (effective 9/17/2002) 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.

NOTE: EFFECTIVE 1/1/98 ANY CANDIDATE WHO IS CURRENTLY SERVING IN THE ARMED FORCES OF THE UNITED STATES ON A FULL-TIME ACTIVE DUTY BASIS, OTHER THAN ACTIVE DUTY FOR TRAINING, MAY FILE FOR VETERAN'S CREDIT ON AN EXAMINATION **PRIOR TO THE LIST BEING ESTABLISHED.**

ADDITIONAL VETERAN'S CREDIT WILL BE GRANTED TO QUALIFYING CANDIDATES (PROOF OF ACTIVE DUTY MUST BE PROVIDED) ON A CONDITIONAL BASIS. A CANDIDATE RECEIVING CONDITIONAL VETERAN'S CREDITS MUST BE RESTRICTED FROM CERTIFICATION USING THE CREDITS UNTIL THE APPROPRIATE DOCUMENTARY PROOF INDICATING THAT THE SERVICE WAS IN TIME OF WAR AND THAT THE INDIVIDUAL RECEIVED AN HONORABLE DISCHARGE OR WAS RELEASED UNDER HONORABLE CIRCUMSTANCES HAS BEEN PRESENTED. IT IS THE CANDIDATE'S RESPONSIBILITY TO PROVIDE SUCH PROOF TO CIVIL SERVICE IN ORDER TO HAVE THE RESTRICTION REMOVED AND BE CERTIFIED AT A SCORE INCLUDING THE VETERAN'S CREDITS. UNTIL SUCH DOCUMENTATION IS SUBMITTED, A CANDIDATE, A CANDIDATE MAY ONLY BE CERTIFIED WITH THE EXAMINATION SCORE, NOT INCLUDING THE VETERAN'S CREDITS.

ANY MEMBER OF THE ARMED FORCES WHO PROPERLY FILED, WITHIN THE ANNOUNCED FILING PERIOD, AN APPLICATION FOR A COMPETITIVE EXAMINATION BUT WAS UNABLE TO PARTICIPATE IN THE EXAMINATION DUE TO ACTIVE MILITARY SERVICE, WILL BE PROVIDED WITH A SPECIAL MAKE-UP EXAMINATION UNDER THE TERMS AND CONDITIONS DEEMED APPROPRIATE BY THE STATE DEPARTMENT OF CIVIL SERVICE AND/OR LOCAL CIVIL SERVICE AGENCY. (CHECK WITH CIVIL SERVICE PERSONNEL FOR MORE INFORMATION)

INDIVIDUALS SERVING ON ACTIVE DUTY IN THE ARMED FORCES DURING THE FILING PERIOD FOR A CIVIL SERVICE EXAMINATION, OR INDIVIDUALS WHO HAVE BEEN DISCHARGED WITH OTHER THAN A DISHONORABLE DISCHARGE AFTER THE FILING PERIOD HAS COMMENCED WILL BE PERMITTED TO FILE AN APPLICATION FOR EXAMINATION NO LATER THAN TEN BUSINESS DAYS BEFORE THE SCHEDULED EXAMINATION DATE, OR THE LAST DATE TO FILE, WHICHEVER IS LATER. A SPECIAL MAKE-UP EXAMINATION WILL BE PROVIDED UNDER THE TERMS AND CONDITIONS DEEMED APPROPRIATE BY THE STATE DEPARTMENT OF CIVIL SERVICE AND/OR LOCAL CIVIL SERVICE AGENCY. (CHECK WITH CIVIL SERVICE PERSONNEL FOR MORE INFORMATION)

NO VETERAN'S CREDIT MAY BE GRANTED AFTER THE ESTABLISHMENT OF THE ELIGIBLE LIST.

SCHENECTADY COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER