

CROSS FILERS

APPLYING FOR 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.

Cross Filers must complete the **Cross-Filer Form** and submit it with completed application form to this office. **Cross-Filer Form** is available on our website.

GENERAL INSTRUCTIONS

1. **RESIDENCY:** Candidates must have been legal residents of Herkimer County for at least 30 days immediately preceding the date of the written and/or performance examination(s) and must be legal residents of Herkimer County at the time of appointment. Preference in appointment may be given to successful candidates who have been legal residents of the jurisdiction in which appointment is to be made. Refer to examination announcements.

2. **RELIGIOUS ACCOMMODATION / DISABLED PERSONS / MILITARY MEMBERS:** Please indicate on your application if special arrangements for testing are needed. Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, check the box under "Religious Accommodation." We will make arrangements for you to take the test on a different date (usually the next business day).

FILING OF EXAMINATION APPLICATIONS BY MILITARY PERSONNEL / MILITARY MAKE-UP EXAMINATIONS: In accordance with Section 243 of Military Law, military personnel 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 for an examination has commenced must be permitted to file an application for the examination NO LATER THAN TEN BUSINESS DAYS BEFORE the scheduled date of the examination or the last date to file, whichever is later. If qualified, the person must be provided an opportunity to compete in the examination under terms and conditions deemed appropriate by either the State or Municipal Commission. It may be necessary to schedule the examination for a candidate whose application is approved on a different, later test date, due to a shortage of test materials or vacancies in a testing schedule. In order for a make-up exam to be administered, the eligible list resulting from the original examination holding would still have to be in existence. Persons eligible for military make-up tests do not have to wait until discharge from active duty to take the test. Completing the exam at the earliest possible opportunity is advisable. The applicant must make full disclosure in writing of ALL New York State and Municipal Civil Service examinations for which a military make-up exam is being or will be requested. The applicant must be able to sign the Alternate Test Date Affirmation. The applicant must submit to this office a copy of a military order, DD214 or other official military document that substantiates the applicant's active military service at the time of the examination and any subsequent service. **Candidates must request a make-up exam no later than 60 days after release from active duty.**

3. **VETERANS CREDITS:** Disabled veterans or non-disabled veterans who have served on active duty during the creditable periods of war, who have been honorably discharged, and who is a New York State resident at time of application for examination, will be eligible for veterans credits and must submit an Application for Veterans' Credits. An applicant who claims additional credit as a veteran on the application form (MSD330) will be sent the necessary forms with their admission notice. If you do not receive these forms by the exam date, you should request them from this office. Eligible veterans must submit all the necessary forms along with a certified copy of their Honorable Discharge Form (DD214) **PRIOR** to the date of the establishment of the resulting eligible list. An option of waiving these credits will be allowed after completion of the examination. Veteran's credits can only be added to a passing score on the examination.

Herkimer County Personnel

SPECIAL NOTICE TO ACTIVE DUTY MEMBERS OF THE ARMED FORCES: 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 accurate 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. You must request them in the space provided on the application form (MSD330).

4. 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.

5. **APPLICATIONS:** The application is part of your examination. Unless otherwise indicated on this announcement, the candidate shall complete one Application for Examination or Employment form (MSD330) for EACH examination he/she wishes to take. **No copies, or faxed applications will be accepted, only originally signed (in ink) forms.** Applicants must answer every question on the application form and make sure that the application is complete in all respects. **INCOMPLETE APPLICATIONS WILL BE DISAPPROVED.** All applications shall be filed with the Herkimer County Personnel Department. Applications are available by mail, in person, or can be downloaded and printed from our website - www.herkimercounty.org . This office reserves the right to reject for lateness, applications filed after the advertised filing deadline. The Herkimer County Personnel/Civil Service office does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

APPLICATION DEADLINE POLICY: All applications along with application fees or proofs of waiver must be submitted to the Herkimer County Department of Personnel before the close of business on the date of last file as listed on the Examination announcement. Applications received via U.S. Mail will be accepted only if postmarked on or before the Application Deadline. Applications that are received through inter-office mail after the Application Deadline or that are submitted to any other department, office or agency and are not received in the Herkimer County Personnel Department by the Application Deadline will not be accepted.

6. **PROMOTION EXAMS:** Promotion exams are subject to CSL Sec 52.9 "**Increase in salary as a promotion**"

7. **COLLEGE DEGREE/CREDIT:** If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. For a list of acceptable companies who provide this service, you can log on to <http://www.cs.ny.gov/announ/mainpages/degrees.htm> . That website has a listing of evaluation companies that have been approved by the National Association of Credential Evaluation Services. These companies will conduct the research needed to determine if an individual's degree is from a credentialed institution. You are responsible for paying the required evaluation fee. The National Association of Credential Evaluation Services' web site is www.naces.org .

8. **SPECIAL REQUIREMENT for Appointment in School Districts and BOCES:** Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

9. FILING FEE: Although a separate application is required for each examination number, candidates applying for more than one examination may pay all fees with a single money order. The filing fee must accompany the application(s) for each separately numbered examination (open-competitive, promotion and non-competitive promotion) for which the candidate applies. Refer to the exam fee schedule and the exam announcement.

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 an “Application Fee Waiver Request and Certification Form” and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement.**

The form is available on our website @ www.herkimercounty.org , Personnel Department or in the Personnel Office.

10. ADMISSION NOTICE: Approved candidates will be notified when and where to appear for the examination. No one will be admitted to the examination without the official admission notice. If an applicant is disapproved, due notice will be sent. **IF YOU HAVE NOT RECEIVED YOUR ADMISSION NOTICE 3 DAYS BEFORE THE DATE OF THE WRITTEN AND/OR PERFORMANCE TEST, NOTIFY THIS OFFICE IMMEDIATELY (315-867-1115).**

11. ALTERNATE TEST DATES: In certain circumstances that fall under the Alternate Test Date Policy established by this department, an alternate test date may be arranged; policy is available on our website.

12. EMERGENCIES: If an emergency prevents you from appearing for the examination, please notify this office no later than Tuesday following the Saturday scheduled test date, providing verifiable documentation of the reason.

13. ELIGIBLE LISTS: Appointments from an eligible list must be made from the top three candidates willing to accept appointment. The duration of an eligible list may be fixed for a minimum period of 1 year up to a maximum period of 4 years.

14. ADDRESS CHANGE: Failure to notify this office of a change of address may result in disqualification for examination or certification for appointment following examination. No attempt will be made to locate candidates who have moved. Complete the “Change of Address Notification Form” and submit to this office; form is available on our website.

15. Candidates must be medically and physically capable of performing the duties of the position and may be required to take examinations to establish this condition.

16. Background Investigation: Applicants may be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

17. Federal and State Law prohibit discrimination because of age, race, creed, color, religion, national origin, gender, sexual orientation, disability, marital status, or arrest and/or criminal conviction record unless based upon a bona fide occupational qualification or other exception.

18. CALCULATORS: Unless specifically prohibited, candidates are permitted to use QUIET, hand-held, solar- or battery- powered calculators. Devices with typewriter keyboards, such as computers, spell-checkers, personal digital assistants, address books, language translators, dictionaries, and any similar devices are PROHIBITED. The use of books or other reference material is PROHIBITED. Refer to examination announcements.

19. At the test site ...

Do NOT bring cell phones, pagers, headphones, or any other communication devices to the test site. The use of such devices anywhere on the grounds of the test site (this includes the test room, hallways, restrooms, building, grounds, and parking lots) could result in your disqualification.

20. This examination is being prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules and Regulations dealing with the preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

**HERKIMER COUNTY IS AN
AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER**

Filing Fee Information

NON-REFUNDABLE filing fee must accompany each application for examination.

Applicants whose application form is not accompanied by the appropriate fee will NOT be considered as candidates. Only **money orders** made payable to HERKIMER COUNTY TREASURER or exact cash if filing in person will be accepted. Candidates applying for more than one examination may pay all fees with a single money order.

Personal Checks will NOT be accepted.

The exam number(s) and the candidate's social security number should be written on the money order.

The fee is non-refundable in the event of disqualification or a candidate's failure to appear for a scheduled examination. It is, therefore, advisable for candidates to carefully compare qualifications with the requirements for admission to an examination.

Exam Fee Schedule – fees increased starting with January 21, 2012 exam(s):
\$25.00 each for uniformed protective services exams (police, fire, corrections)
\$15.00 each for all other exams

Refer to examination announcements.

(updated September 2014)