



Open Competitive Examination Announcement:

AUTOMOTIVE STOCK CLERK

EXAM #62026

Issued: March 1, 2017

CAREFULLY read the following:

Test Date: Saturday, May 13, 2017

Application Deadline: March 29, 2017

Application Fee: 15.00

Application must be received in the Tioga County Department of Personnel & Civil service by **5:00 p.m.** on the above date. There are **NO** exceptions. Review the information and instructions at the end of this announcement!

Applications available from this department or by following: <http://www.tiogacountyny.com/media/2134/application2016january.pdf>

Time and Place of Written Examination: Approved candidates will be notified by admission letter 7 to 10 days prior to the written test date as to when and where to appear. **Notice will be sent by email when possible;** otherwise it will be sent to mailing address provided. **Be sure to bring the admission letter with you to the examination.** If you have not received an admission letter **3 days before** the written test date, call 607-687-8494

LOCATION OF WORK

Department of Public Works

MINIMUM SALARY

\$18.598/hr. (CSEA SG 2)

VACANCIES

Filled Provisionally

Residency Requirements: Candidates **ARE NOT** required to be legal residents of Tioga County immediately preceding the date of the written test. Preference **may be** given to residents of the civil division in which the vacancy exists. When preference in certification is given to residents of a municipality pursuant to subdivision 4a of Section 23 of the Civil Service Law, an eligible must have been, at the time of certification and for at least four months prior thereto, a resident of such municipality in order to be included in a certification as a resident of such municipality.

SPECIAL NOTE: Effective January 1, 2016, a criminal background check is required prior to employment within ***all Tioga County Departments.*** An offer of employment will be conditional pending results from the criminal background check.

Minimum Qualifications:

Graduation from high school or possession of a high school equivalency diploma and one (1) year of full-time paid experience (or its part-time equivalent) in the receiving, requisitioning, storing or shipping of automotive supplies.

SPECIAL REQUIREMENT: Possession of appropriate level and valid New York State driver's license at the time of appointment. License must be maintained continuously during employment.

Distinguishing Features of the Class:

The work involves responsibility for requisitioning a variety of materials, such as automotive equipment, parts, fuel, oil and tools for the department. Additionally the incumbent is responsible for the receiving, stocking and issuing of these supplies. The Automotive Stock Clerk must maintain a complete, accurate and current record of all transactions. Work is performed under the general supervision of a higher level employee. Does related work as required.

TYPICAL WORK ACTIVITIES FOR THIS POSITION ARE AVAILABLE TO REVIEW UPON REQUEST

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

1. 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.

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2. Automotive terminology and identification of automotive parts: These questions will test for, but will not necessarily be limited to, knowledge of common terms used in the automotive repair field, the ability to identify automotive parts in pictures or written descriptions, and the ability to use standard industry references to look up automotive parts.

3. Keeping simple inventory records: These questions test for the ability to follow instructions in keeping simple inventory records of different materials received and distributed from a central location. The ability to add, subtract, multiply, and divide will be required. You may have to compute total costs from quantities (number of units) and cost or price per unit. Knowledge of specific record keeping systems and techniques will not be needed.

4. Name and number checking: These questions test for the ability to distinguish between sets of words, letters, and/or numbers that are almost exactly alike. Material is usually presented in two or three columns, and you will have to determine how the entry in the first column compares with the entry in the second column and possibly the third. You will be instructed to mark your answers according to a designated code provided in the directions.

Test Guides & Resource Booklets - 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: www.cs.ny.gov/testing/localtestguides.cfm

Use of Calculators: The use of a calculator is **RECOMMENDED**. Candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, spell checks, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited. Cell phone calculators are prohibited.

Application Fee: A fee of \$15.00 is required for each separately named or numbered examination for which you apply.

SEND CHECK OR MONEY ORDER payable to **TIOGA COUNTY TREASURER** and write the examination name(s) & number(s) on your check or money order. If paying by cash, please bring payment(s) directly to the Tioga County Department of Personnel & Civil Service. 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. A check returned for insufficient funds may disqualify your application and result in further action and/or service charges.

EXCEPTION TO THE APPLICATION FEE will be made for the following:

1. Promotional exams;
2. Provisional Tioga County employees who have held a permanent position prior to provisional appointment in title named for this examination;
3. Examination candidates receiving public assistance from a State or Local social service agency, and/or who are currently unemployed. Individuals wishing to claim this waiver of fee must complete the Application Fee Waiver Form at time of application. All information is subject to verification, and if found to be fraudulent, are grounds for barring examination or appointment.

Applications may be obtained from and must be submitted to the Tioga County Department of Personnel & Civil Service.

Tioga County is an Equal Opportunity Employer

ADDITIONAL INFORMATION AND INSTRUCTIONS

ADDITIONAL EXAMINATION CREDIT – Children of Firefighters and Police Officers Killed in the Line of Duty: 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 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.

ADDITIONAL EXAMINATION CREDIT – Veterans or Disabled Veterans desiring to claim additional credit must request and file an Application for Veterans' Credit at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. These credits may only be used once. 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 veterans' credit in examination. You may not claim veterans' or disabled veterans' credits after the Eligible List has been established.* It is the candidate's responsibility to request and submit an Application for Veterans' Credit before the Eligible List is established. Veterans' credits will only be added to passing examination scores

ALTERNATIVE TEST DATE: When a candidate is aware of a conflict prior to the scheduled test date, the candidate must notify the Department of Personnel and Civil Service in writing as soon as possible. For emergency situations that occur on the scheduled written test date, the candidate must notify the Department no later than three (3) days following the Saturday on which the written test was held. This request may be made by a member of the immediate family or household in the event of a death in the immediate family or a serious illness. Follow link to view this department's policy: <http://www.tiogacountyny.com/media/1902/alternativetestdatepolicy.pdf>

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APPLYING FOR MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY (Cross-Filing): You must notify all agencies with which you have filed an application of the test site at which you wish to take your examination(s). If you have applied for both *State and Local* government examinations, you must notify Tioga County Department of Personnel **no later than two weeks prior to the test date** of your intent to take both a State and a Local government examination. When taking both a State and a Local government examination you will be required to take all your examinations at a State examination center. You will be advised by letter when and where to report for your examinations.

For Tioga County examinations, the Multiple Exam Notice form must be completed. This form is available in the Tioga County Department of Personnel & Civil Service, online at www.tiogacountyny.com, or by calling (607) 687-8494. **If you do not submit your Multiple Exam Notice form two weeks prior to the test date, you may NOT be allowed to sit at the test site you have selected. If you appear at a test site but did not designate this location as your test site on your form, you may NOT be allowed to take your examination(s) at that location.**

APPOINTMENT from an eligible list must be made from the top three candidates willing to accept the appointment. The resulting eligible list will be used to fill current or future appropriate vacancies within Tioga County's jurisdiction.

BACKGROUND INVESTIGATION and Additional Screenings: Candidates may be subject to a thorough background investigation. If requested, applicants will be required to authorize access to educational, financial, employment, criminal history, or other records. **Effective 01/01/16, a criminal background check is required prior to employment within any Tioga County department.** Depending upon the position sought, conviction of a felony, misdemeanor or other offense may bar appointment. At the discretion of the appointing authority, candidates may be subject to additional screenings as a term and condition of employment, including but not limited to: fingerprinting, psychological, or drug testing. Depending upon appointing authority, applicants may be required to submit the necessary fees for the fingerprint processing. Per Tioga County Civil Service Rule IX (3):

A record of disrespect for the requirements and processes of law may be grounds for disqualification for examination or, after examination, for certification and appointment.

DISQUALIFICATION: Any applicant may be disqualified for examination, or after examination, for certification and appointment that is not in compliance with the standards and requirements set forth in Section 50 (4) of the Civil Service Law.

ELIGIBLE LIST: In accordance with Section 61 (1) of the Civil Service Law, and as determined by the Tioga County Department of Personnel & Civil Service, the eligible list resulting from this examination *may* be used to fill vacancies in similar related titles.

EVALUATION OF FOREIGN POST-SECONDARY EDUCATION: If your degree and/or college credit was awarded by an educational institution outside of the United States or its territories, you must provide independent verification of equivalency. A listing of acceptable companies which provide this service may be obtained from the following: <http://www.cs.state.ny.us/jobseeker/degrees.cfm> or by contacting the Tioga County Department of Personnel. You will be responsible for the required evaluation fee.

EXAM HOLDINGS: In the instance where both a *promotional* and an *open-competitive examination* are held for the same title, a mandated *promotional list will be used first* to fill any positions. If you meet both the *promotional* and *open-competitive minimum qualifications*, you must file a separate application and pay any required fee(s) for each exam in order to be considered.

EXPERIENCE: All experience required to meet the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis.)

FALSIFICATION of any part of the "Application for Employment" will result in disqualification.

FEES: Candidates must submit a separate application fee or Application Fee Waiver form for each open-competitive examination that the candidate is applying to take.

FORMAT: The test may be in written form or it may be administered on a personal computer (PC). The type of test will be stated on the admission notice.

FORMS: Civil Service Applications, Fee Waivers and Cross-File Notification Forms may be obtained from, and must be filed with the **Tioga County Department of Personnel & Civil Service, Ronald E. Dougherty County Office Building, 56 Main St., Owego, NY 13827.** Request applications by mail, in person or from internet www.tiogacountyny.com

MINIMUM QUALIFICATIONS: You **MUST** specifically state how you meet these requirements when completing the application. Unless otherwise noted, qualifications must be met at time of application. *Ambiguity and vagueness will NOT be resolved in your favor.*

NOTIFICATION: If an application is disapproved, notice will be sent. *This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.* If the candidate does not receive either a disapproval letter or an admission notice mailed to the USPS address or email address listed on his/her application **3 days before** the date of the exam, call 687-8494.

RATING: This written and/or training and experience 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 and/or training and experience examination. A score of 70 is considered passing.

RESPONSIBILITY: You are responsible for completing all sections of the official application. *Ambiguity and vagueness will NOT be resolved in your favor.*

SPECIAL ACCOMMODATIONS: Religious Accommodation - Handicapped Persons - Military Personnel - If special arrangements for testing are required, you must notify the Tioga County Department of Personnel & Civil Service in writing and, if requested, provide documentation.

SPECIAL REQUIREMENTS 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 is required.