

# BROOME COUNTY DEPARTMENT OF PERSONNEL

## General Employment Information

### CIVIL SERVICE EXAMINATION

#### THE APPLICATION

- The application is part of the examination process.
- Applications are available in the Broome County Department of Personnel (3rd floor of the County Office Building) or on the County web site at: <http://www.gobroomecounty.com/personnel/pdfs/ExamApp.pdf>.
- A separate application must be submitted for EACH separately numbered examination for which you wish to apply.
- If applying for both an open or competitive and a promotional examination, complete two applications.
- Make sure that every question is answered and that the application is complete in all respects, including your signature. An incomplete application will be disapproved. Applications previously on file will not be used to obtain additional information.
- Read the minimum qualifications and make sure the application indicates the minimum qualifications as stated on the announcement. Applications, which do not show training and/or experience to meet the minimum qualifications, will be disapproved and the fee is not refundable. **DO NOT SUBMIT A RESUME.**

NOTE: If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must submit a completed [EVALUATIONS OF FOREIGN EDUCATION](#) form with this application.

- Put the exact title and examination number on the application.
- All statements made by you in your application are subject to verification.
- The application fee or [REQUEST FOR APPLICATION FEE WAIVER AND CERTIFICATION FORM](#) must be submitted with each application.
- A waiver of application fee will be allowed for persons who can certify that they are eligible for Medicaid, receiving Supplemental Security Income (SSI) payments, receiving Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or Certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency.
- An application fee is required for each separately numbered examination for which you apply. Please indicate the exam number(s) on your check or money order. Make checks or money orders payable to the Broome County Commissioner of Finance. **CASH IS NOT ACCEPTED. Application fees are non-refundable.**
- Examination applications will only be accepted during the filing period. The filing period is from the date the examination announcement is posted until the last date to file. Applications delivered by the US Postal Service and postmarked after the "Last Date to File" will not be accepted. All inter-departmental mail and hand delivered applications must be received in the Broome County Department of Personnel by the close of business on the "Last Date to File". No faxed applications will be accepted.
- The Broome County Department of Personnel does not acknowledge receipt of applications and does not accept responsibility for non-delivery or postal delay.
- You will not be notified of the disposition of your applications unless your application is disapproved.
- If approved, you will be notified at least four days before the examination of the place, date and hour of the examination. If you have not received your admission letter by the Tuesday before the examination, please call 778-2185.
- Qualified candidates may take any combination of examinations being given on the same date. The time limit for any combination or series of examinations cannot exceed eight (8) hours or 5:00 pm, whichever is shorter.
- If you have applied for any other civil service examinations to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must notify all local government civil service agencies with which you have filed an application and make arrangements to take all the examinations at one test site. Candidates who cross-file for examinations must indicate such on their applications and submit a completed [NOTICE TO CROSSFILING EXAMINATION APPLICANTS](#) form with the application. 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 518-474-6470 in the Albany area or toll free at 1-877-697-5627 (press 2, then press 1), no later than two weeks before the test date. State test administration policy requires that a candidate who has filed for a State examination take the test at the State test site.

#### CANDIDATE CHANGE OF INFORMATION

- It is your responsibility to notify the Broome County Department of Personnel of any change in name or address. No attempt will be made to locate candidates who have moved. Please indicate the exact title(s), and eligible list number(s) / examination number(s) in any correspondence. This department will not accept any change of address information not provided on this form.

## **CITIZENSHIP**

- United States citizenship is required at time of appointment to positions of Police Officer, Deputy Sheriff, Probation Officer, and all other public offices, as defined in Section 3 of the Public Officer's Law. Citizenship is not necessary for admission to the examination.

## **AFTER THE EXAM**

- You will be notified of examination results by mail, approximately 3 months after the examination.
- Tests are rated on a scale of 100. The passing grade in each announced subject of an examination is 70. The Department of Personnel may, after the announcement of an examination has been made, subdivide the written examination into parts and require a passing mark in each of the parts in order for candidates to be considered for eligibility.
- The eligible list is comprised of all candidates who successfully pass all aspects of the examination. Eligible lists will remain in force for at least one year and may be extended to a maximum of four years by the Broome County Department of Personnel.
- The written examinations are 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 apply to all written exams.

## **THE RETIREMENT SYSTEM**

- Persons appointed to full-time, permanent positions in a political subdivision participating in the New York State Employees' Retirement System are required to join the System. For information, contact the New York State Employees' Retirement System, Governor Smith State Office Building, Albany, NY 12244.

## **VETERAN'S INFORMATION**

- Veterans or disabled veterans who want to apply for the credits, must submit an [Application for Veteran's Credits](#). Candidates who served during creditable years and indicate on their application that they wish to claim Veteran's Credits, but have not submitted the form with their application will be sent the Application for Veteran's Credits and a [Veteran's Information Sheet](#). To claim credit, the completed forms must be submitted prior to the establishment of the eligible list.

## **WEATHER**

- Examinations will be held as scheduled unless a State of Emergency with no travel advisories is declared for Broome County. Any change or cancellation will be broadcast on the following radio stations:

WAAL 99.1 FM      WWYL 104.1 FM      WHWK 98.1 FM      WNBF 1290AM      WYOS 1360 AM

## **RESIDENCY**

- Residency is not a requirement to take a Broome County examination. However, preference in appointment may be given to successful candidates who, at the time of examination, are legal residents of the locality in which appointment is to be made. For appointment within Broome County departments, preference will be given to candidates who are residents of Broome County at the time of examination except as stated in Resolution 07-84.

## **ALTERNATE TEST DATES**

- Under limited conditions, candidates for examination may be rescheduled for an alternate test date when they are unable to take a scheduled examination.
- For situations known prior to the examination, the candidate should notify this Department, in writing, as soon as possible before the test date. The request should contain a complete explanation of the reason the candidate cannot take the examination as scheduled and should be supported by appropriate documentation.
- For emergency situations, the candidate must notify this Department no later than Tuesday following the Saturday scheduled test date.
- No individual who will be taking a promotional examination should report to work or speak to others who took the examination as scheduled, prior to speaking to this Department.

## **NOTIFICATION OF FUTURE EXAMINATIONS**

- To be notified of a future open-competitive examination, submit a business-size, self-addressed stamped, envelope for EACH competitive title in which you are interested. Indicate the exact title of the position in the lower left corner of the envelope and send to: Broome County Department of Personnel at the address below. You will receive the appropriate exam application and announcement, as the information becomes available.
- The Broome County Department of Personnel does not acknowledge or record the receipt of envelopes. Nor does the Department of Personnel accept responsibility for postal delay or non-delivery of information to potential candidates.
- To view any posted examinations: go to [www.gobroomecounty.com](http://www.gobroomecounty.com), select EMPLOYMENT and click on EXAMINATION ANNOUNCEMENTS. If you sign up for the "Get Notified of Page Changes", you will receive notice off all announcements when they are posted.

## **APPLICATIONS FOR EMPLOYMENT**

- This is a general employment application. Applications for Employment cannot be used to apply for a Civil Service examination.
- Applications are available as a PDF file which can be filled out online and printed but not saved. Complete all applications neatly and thoroughly in ink or online; be sure to sign the application.

- Applications can be brought to the Broome County Department of Personnel (3<sup>rd</sup> floor of the County Office Building) during regular office hours. Applications can be mailed to the Broome County Department of Personnel at the address below. **No faxed applications will be accepted.**
- The Broome County Department of Personnel will accept Applications for Employment only for vacancies posted on the [VACANCIES AND JOB OPPORTUNITIES](#) section of the website. When applying for a vacancy in any of the towns, villages, or school districts in Broome County, candidates should take the application directly to the municipality or school district.
- The job specifications give a brief description of the position and the qualifications necessary for each position. Job descriptions are available for review in the Broome County Department of Personnel and at <http://www.gbroomecounty.com/personnel/PersonnelSpecs.php>.

BROOME COUNTY DEPARTMENT OF PERSONNEL  
BROOME COUNTY OFFICE BUILDING, PO BOX 1766  
BINGHAMTON, NY 13902  
PHONE: 607-778-2185 FAX: 607-778-6117  
REGULAR HOURS: MONDAY THROUGH FRIDAY 8:30 A.M. – 5:00 P.M.  
[www.gbroomecounty.com](http://www.gbroomecounty.com)  
[bcpersonnel@co.broome.ny.us](mailto:bcpersonnel@co.broome.ny.us)

WEBSITE –REVISED GENERAL EMPLOYMENT INFORMATION-1/27/09