

County of Chautauqua Department of Human Resources
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www.co.chautauqua.ny.us

APPLYING FOR CIVIL SERVICE JOBS WITH CHAUTAUQUA COUNTY

We appreciate your interest in Civil Service employment through the County of Chautauqua. Applying for civil service jobs is remarkably different from what you may experience from non-public employers. The information in this fact sheet will guide you through a process that is designed to help you better understand the methods our agency uses to recruit qualified workers for the agencies we serve. We have a website that contains our current job opportunities and application materials available for download. Our staff is available to answer your questions and assist you in the application process.

The following information describes how you may apply for jobs through the Chautauqua County Department of Human Resources:

WHAT IS CIVIL SERVICE?

The New York State Constitution and NYS Civil Service Law mandate that public employees must be hired for jobs on the basis of their merit and fitness. In practical terms, "merit and fitness" means finding people who are best suited to perform a particular job.

The Chautauqua County Department of Human Resources is responsible for ensuring that people are hired for public employment by the merit and fitness standards mandated by the Civil Service Law. The Department of Human Resources oversees the hiring processes for all Chautauqua County Government departments and agencies, as well as its towns, villages, school districts, cities, special districts and BOCES Second Supervisory District, Erie-Chautauqua-Cattaraugus Counties.

Civil Service jobs can be divided into two areas: positions that require participants to compete in an examination, and positions that do not require competitive examination.

HOW DO I FIND AND APPLY FOR POSITIONS THAT DO NOT REQUIRE A CIVIL SERVICE EXAM?

Application materials and a list of titles under recruitment are listed on our website at www.co.chautauqua.ny.us. You may also obtain those materials at our Mayville office. Most positions have minimum qualifications that must be met in order to qualify for hire. Candidates may complete and file an application for these titles at any time. Departments and agencies wishing to hire a candidate will review these applications as needed. Please note: Applications for titles that do not require an exam are kept on file for employment consideration until December 31st of the year filed. You may re-apply for these titles each calendar year.

HOW DO I FIND OUT ABOUT POSITIONS THAT DO REQUIRE A CIVIL SERVICE EXAM?

One-time Examinations: When civil service exams are scheduled, announcements are published in the local media, posted in various public buildings and are available from the Department of Human Resources. Applications and a list of examinations are also listed on our website at www.co.chautauqua.ny.us. We only accept applications for these titles during the established application period listed on the examination announcement.

Continuous Recruitment Examinations: This is a program of continuous testing for entrance-level positions. Candidates may file their applications and exam fee at any time and will be tested when an exam is next scheduled, generally semi-annually in the spring and fall each year. Successful candidates for continuous recruitment titles have their scores inter-filed with current eligible candidates on the list for a 1-year period. Please visit our website or Mayville office to view a listing of these examinations.

OVER

HOW DO I GET A JOB WITH A LOCAL SCHOOL DISTRICT, TOWN, CITY OR VILLAGE?

The Chautauqua County Department of Human Resources oversees hiring for the towns, villages, school districts, cities, special districts.

If you are interested in a job that requires a civil service exam, you should file to take the civil service exam through the County Department of Human Resources.

If you are interested in a position that does not require an exam, you should apply directly to the employer in which you seek employment. Each jurisdiction selects its own candidates for these positions. Teaching positions in the school districts are not included under civil service.

FREQUENTLY ASKED QUESTIONS:

WHERE CAN I GO TO FIND OUT ABOUT CIVIL SERVICE EMPLOYMENT OPPORTUNITIES?

Our office maintains a webpage on the County Government Website that provides current positions that are open for application acceptance including examination opportunities. The Web address is www.co.chautauqua.ny.us. If you do not have access to the Internet you may visit Chautauqua Works at either the Dunkirk or Jamestown locations for assistance. You may also visit the Chautauqua County Department of Human Resources office in Mayville.

WHAT HAPPENS AFTER I APPLY FOR AN EXAM?

Applications for scheduled exams are evaluated to ensure the candidate meets the qualifications to take the exam. Approved candidates will receive an Eligibility Determination letter acknowledging the approval. Approved applicants will receive an admission notice at least one week prior to the test date with information about test location, time, and other instructions. Applicants disapproved because they do not meet minimum qualifications will be notified by mail.

WHEN WILL I RECEIVE MY EXAM RESULTS?

The exam results are received from the State Civil Service Commission approximately 2-4 months after the examination date. You will be notified by mail of your score and place on the list. Those who score 70% or above are included on the eligible list for job openings. Jobs are filled from these lists by the employer choosing one of the three highest ranked applicants willing to accept the job. All Chautauqua County departments and agencies, as well as its towns, villages, school districts, cities, special districts and BOCES Second Supervisory District, Erie-Chautauqua-Cattaraugus Counties use Chautauqua County eligible lists.

WHERE ARE THE EXAMS HELD?

Unless otherwise stated on the exam announcement, the exams are held at the Chautauqua County Government office campus in Mayville, New York.

WHAT WILL BE ON THE EXAM(S)?

You can find out what areas each exam will cover from the exam announcement under the heading "Subject of Examination".

ARE STUDY MATERIALS AVAILABLE?

New York State Department of Civil Service publishes study guides for specific categories of examinations. Examination announcements will indicate if there is an appropriate State published study guide available. All State published study guides are available from our website.

WHAT ARE PROVISIONAL APPOINTMENTS?

A provisional appointment is a temporary appointment to a competitive class position (a position that requires a civil service test) when there is no existing civil service list or the list contains fewer than three candidates willing to accept the position being offered. In order to become permanent, the provisionally appointed employee must take the next examination for the position. The permanent appointment to the position will be made among the three highest scoring candidates who indicate their willingness to accept the position. The provisional candidate must be among the top three interested candidates to be appointed permanent.