

PLEASE POST CONSPICUOUSLY

WASHINGTON COUNTY DEPARTMENT OF PERSONNEL
County Municipal Center
Fort Edward, New York 12828
Telephone 746-2250

ISSUED 12/21/12

LOCAL EXAM # 484

EXAMINATION FOR CUSTODIAN

A FEE OF \$5.00 MUST ACCOMPANY YOUR APPLICATION FOR THIS EXAMINATION

DATE OF EXAMINATION
MARCH 23, 2013

APPLICATIONS ACCEPTED UP TO
FEBRUARY 1, 2013

ELIGIBLE LISTS: The results of this eligible list will be used to fill vacancies as they occur in all agencies under the jurisdiction of the Washington County Department of Personnel, including School Districts, BOCES, Towns, Villages and County Departments.

SALARY: Varies according to the hiring jurisdiction.

APPLICATION FEE: **There is a NON-REFUNDABLE FEE of \$5.00 for this examination. DO NOT SEND CASH. The required \$5.00 fee must accompany your application. AS NO REFUND WILL BE MADE, you are urged to compare your qualifications carefully with the specified minimum qualifications and file for the examination only if you are clearly qualified. ALL CHECKS AND/OR MONEY ORDERS SHOULD BE MADE PAYABLE TO WASHINGTON COUNTY TREASURER! If applying in person, please submit payment to the Treasurer's office, Building b, 2nd floor.**

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 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 a "Request for Application Fee Waiver and certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement.**

RESIDENCE: There are no general residence restrictions, but preference in appointment may be given to candidates who have resided in the appointing jurisdiction for 30 days prior to the examination date. Candidates may be required to reside in the town, village or school district where the position exists following their appointments.

DUTIES OF THE POSITION: This work involves cleaning, grounds-keeping and semi-skilled maintenance tasks in and around public buildings.

MINIMUM QUALIFICATIONS: There are no minimum qualifications.

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.

SUBJECT OF TEST: Written test designed to test for knowledge, skills and/or abilities in:

1. Basic knowledge of cleaning tools and their uses.
2. Basic knowledge of tools used for minor maintenance and repairs.
3. Basic on-the-job safety practices.

"A 'Guide to Taking the Written Test for Entry-Level Custodians and Janitors Series' is available upon request. Call or write to Washington County Department of Personnel to obtain a copy or you may download your own copy by going to www.cs.state.ny.us/testing/localtestguides.cfm."

CALCULATORS ARE PERMITTED

Candidates will be notified of time and place of exam. Passing candidates will be placed on an eligible list for one year in rank order based on their test grades. A six month waiting period is required before retesting is allowed.

(OVER)

CUSTODIAN - Continued

VETERANS CREDITS

Veterans or disabled veterans who are eligible for additional credit must submit an application for veterans credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. Applications for veteran's credit are available from this office.

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 appropriate documentary proof indicating that the service was in time of war, as defined in Section 85 of the 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.

"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."

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.

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If you have applied for any other Civil Service examinations for employment with New York State or any other local government jurisdiction, you must make arrangements to take all the examinations at one test site.

If you have applied for both State and Local government examinations, you must take all your examinations at the State examination center. You will be advised by letter when and where to report for your examinations.

If you have applied for other local government examinations, call or write to each Civil Service Agency to make arrangements. You must make your request for these arrangements no later than two weeks before the date of the examinations. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination(s). For this examination call (518) 746-2250.

This written examination is announced and will be rated in accordance with Section 23(2) of the Civil Service Law. The provisions of New York State Civil Service Law, Rules and Regulations dealing with the rating of examinations will apply to this examination.

Saturday Sabbath Observers - Handicapped Persons: If special arrangements for testing are required, indicate this on your application form.

WHERE TO APPLY: Obtain Examination Application and Application Fee Waiver and Certification Forms by mail or in person at the Washington County Department of Personnel, County Municipal Center, Fort Edward, NY 12828. Telephone (518)746-2250. You may also download either application by going to the Washington County website @ www.co.washington.ny.us .

LAST FILING DATE: FEBRUARY 1, 2013

EXAMINATION DATE: MARCH 23, 2013

PLACE: To Be Announced

TIME: 8:30 A.M.

WASHINGTON COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER WE DO NOT DISCRIMINATE ON THE BASIS OF AGE, RACE, CREED, COLOR, NATIONAL ORIGIN, GENDER, SEXUAL ORIENTATION, DISABILITY, MARITAL STATUS, OR MILITARY STATUS.

<http://www.co.washington.ny.us>