



Livingston County

Program Assistant (Examination Date 5/3/2025)

LOCATION	GV BOCES	JOB TYPE	Full-Time
JOB NUMBER	OC #60008850	DEPARTMENT	Civil Service
OPENING DATE	03/03/2025	CLOSING DATE	4/3/2025 4:00 PM Eastern

Description

LAST EXAM APPLICATION FILING DATE: THURSDAY, APRIL 3, 2025 at 4:00 PM

EXAMINATION DATE: SATURDAY, MAY 3, 2025

EXAM FEE:

- **Livingston County Residents:** The exam fee will be waived for current legal residents of Livingston County.
- **Military Veterans:** The exam fee will be waived for any Military Veteran who submits a copy of their DD214 Member form.
- **Non Livingston County Residents: The exam fee is \$10.00.**
 - This must be paid by cash, money order, certified check, cashier's check or fee waiver. No other forms of payment will be accepted.
 - All exam fees must be delivered or mailed to Livingston County Human Resources Department, 6 Court Street, Room 206, Geneseo, New York 14454.
 - Fee due by the last filing date, Thursday, April 3 at 4:00 PM.
 - Late fees and fees in unacceptable payment forms will NOT be accepted.
 - The fee is non-refundable.
 - **YOUR APPLICATION WILL NOT BE REVIEWED WITHOUT A FEE.**

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. To request a 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 this announcement. Application waiver forms are available at the Livingston County Human Resources Department or on our website at <https://livingstoncountyny.gov/539/Employment-Application-and-other-Forms>.

APPLICATION PROCESS:

Online applications can be submitted using the "Apply" button for this exam announcement.

This exam announcement can be found at: <https://www.governmentjobs.com/careers/livingstoncounty/transferjobs>

Paper applications are no longer accepted.

POSITION INFORMATION:

LOCATION: Genesee Valley BOCES

SALARY: Varies.

DUTIES: The work involves responsibility for assisting the Program Coordinator or similar supervisor of various programs and departments in the Genesee Valley BOCES district. The Program Assistant will be responsible to see that all supplies and materials are ordered and available, as well as seeing that the day-to-day needs of the program manager, instructors and students are met on a timely basis. Supervision of others is not a responsibility of this class. The work is performed under the general supervision of the assigned supervisor. A Program Assistant does related work as assigned.

Typical Qualifications

RESIDENCY: Candidates must have been legal residents of the following jurisdiction(s) for at least four months immediately preceding the date of the written test:

- Livingston County, or
- One of the following Counties: Allegany, Genesee, Monroe, Ontario, Steuben or Wyoming

Applicants must meet all requirements for one of the following qualification options in order to be approved for examination and/or appointment:

Qualification Option #	1	2
Training/Education	<ul style="list-style-type: none"> • Graduation from a regionally accredited or New York State registered college or university with an Associate's degree^[1]. 	<ul style="list-style-type: none"> • Graduation from high school or possession of a high school equivalency diploma.
General experience	<ul style="list-style-type: none"> • None required. 	<ul style="list-style-type: none"> • Two years of full-time, paid clerical experience.
Supervisory experience	<ul style="list-style-type: none"> • None required. 	
License/ Certification	<ul style="list-style-type: none"> • N.A. 	
Other requirements	<ul style="list-style-type: none"> • See Special Qualifications below. 	

Part-time service will be given prorated credit toward experience requirements.

SPECIAL QUALIFICATIONS: Must be able to lift and carry a minimum of 30 pounds.

^[1] A higher degree is also acceptable.

EDUCATIONAL DEGREE: If an educational degree is a minimum qualification for this title, you may be approved to take the examination if you are within 12 months of attaining the educational degree. In order to be conditionally approved, you will need to clearly indicate on your application for examination the degree you expect to receive and the date on which you expect to receive it. If your application is conditionally approved, you will be issued an admission letter and will be

permitted to take the examination on the scheduled date. You must provide to the Livingston County Human Resources Department proof of your receipt of the required educational degree. You will be restricted from certification for permanent appointment until such time that the educational requirement is met. Exam fees will not be refunded.

Supplemental Information

EXAM SUBJECTS: The exam is a test designed to evaluate knowledge, skills and/or abilities in the following areas:

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.

Operations with Letters and Numbers: These questions test for skills and abilities in operations involving alphabetizing, comparing, checking and counting. The questions require you to follow the specific directions given for each question which may involve alphabetizing, comparing, checking and counting given groups of letters and/or numbers.

Customer service: These questions test for knowledge of techniques used to interact with other people, to gather and present information, and to provide assistance, advice and effective customer service in a courteous and professional manner. Questions will cover such topics as understanding and responding to people with diverse needs, perspectives, personalities, and levels of familiarity with agency operations, as well as acting in a way that both serves the public and reflects well on your agency.

Understanding and interpreting written material: These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions **only** on what is presented in the passages and **not** on what you may happen to know about the topic.

EXAM SCORE: Successful candidates will have their names placed on the eligible list in the order of final scores. The names of qualified candidates will remain on the eligible list for the length of the eligible list unless the candidate is appointed from the list or declines appointment from the list.

ADMISSION NOTICE: All applications will be reviewed as they are received. If additional information is needed to process your application, you will be notified by e-mail and given an opportunity to submit additional information to support your application prior to the last filing date. If your application is approved, you will be sent an admission notice approximately one week before the exam date. If you have not received your admission notice three days before the date of the exam, call the Livingston County Human Resources Department.

PERMISSIBLE TOOLS/EQUIPMENT FOR USE DURING WRITTEN EXAM: Candidates are permitted to use quiet, hand-held solar or battery operated calculators. Devices with typewriter keyboards, such as computers, spell checkers, personal digital assistants, address books, language translators, dictionaries, phones and any similar devices are not permitted. You may not bring books or other reference materials into the exam room. Any phones that are brought into the exam room must be out of sight and silenced for the duration of the exam. Candidates may not use such phones in any way during the exam.

EXAM RATING: This written 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 apply to this written test.

EXAM GUIDE: 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 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>. Candidates not having access to a computer or the internet may request copy of the test guide from the Livingston County Human Resources Department. If you wish to order a guide by mail, send your request with a self-addressed stamped envelope to the Livingston County Government Center, Human Resources Department, 6 Court St., Geneseo, NY 14454-1043.

TAKING MULTIPLE EXAMS: Persons also applying for examinations offered by another Civil Service agency within New York which are held on the same date must complete a cross filer form, available from the Livingston County Human Resources Department or on our website at <https://livingstoncountyny.gov/539/Employment-Application-and-other-Forms>.

Arrangements must be made to take all examinations at one test site. Unless this form is filed with the Livingston County Human Resources Department at least three weeks prior to the exam date, we cannot ensure that such arrangements will be made. Candidates taking multiple exams on the same date with Livingston County do not have to file a cross-filer form.

Candidates taking more than one exam in different exam series will be allowed the specified length of time for each exam, up to a maximum of eight hours. Example: candidates taking one exam which allows six hours and another exam in a different series which allows four hours, you must complete both tests in eight hours, but you can spend no more time on each exam than the time allotted for that exam.

VETERANS CREDITS: Additional credits are available to veterans who meet certain established requirements. Veterans who have not used their credits may make application for their use. The Veterans Credits application form is available at the Human Resources Department or on our website at <https://livingstoncountyny.gov/539/Employment-Application-and-other-Forms>. Applications for veterans credits must be accompanied by a copy of the candidate's DD214 Member 4 form. No credit may be added after the eligible list has been established.

CHILDREN OF FIRE FIGHTERS 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 exam for original appointment in the same municipality in which his or her parent served. If you are qualified to participate in this exam and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office 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. No credit may be added after the eligible list has been established.

DISABILITY ACCOMMODATIONS: Any person with a disability requesting reasonable accommodations in order to participate in examinations will be accommodated. To request accommodation, candidates must complete a Livingston County Civil Service Exam Accommodation Request form and submit it to the Livingston County Human Resources Department at least two weeks prior to the date of the exam. Forms may be obtained from the Human Resources Department or on our website at <https://livingstoncountyny.gov/539/Employment-Application-and-other-Forms>.

RELIGIOUS OBSERVER ACCOMMODATIONS: If you need an alternate test date because you are a Religious Observer (for religious reasons, cannot be tested on date of examination(s)), you must provide written notice of your need to the Livingston County Human Resources Department by the application deadline. Such notice must include: (1) the exam title, (2) the exam number, and (3) the reason(s) why you cannot take the exam on the scheduled date. The request must be supported by documentation regarding your need.

ACTIVE MILITARY MEMBERS: Special testing arrangements may be available to applicants who are active military members. For further information contact the Livingston County Human Resources Department before submitting an application.

ALTERNATE TEST DATE: Under very limited circumstances, a candidate may be allowed to take an exam on an alternate test date. If you cannot take the exam on the scheduled date, please consult the Livingston County Alternate Test Date Policy which may be viewed on the Human Resources Office page of the Livingston County

website <https://livingstoncountyny.gov/539/Employment-Application-and-other-Forms>. In general a request is due to the Human Resources Department two weeks before the examination date. Requests that are not made in a timely manner will be disapproved.

CANDIDATE NAME, EMAIL, AND ADDRESS CHANGES: It is the responsibility of the candidate to notify Livingston County Civil Service of any changes of name, email and/or address. NO attempt will be made to locate candidates who have moved. The form can be found on our website at <https://livingstoncountyny.gov/539/Employment-Application-and-other-Forms>.

EQUAL EMPLOYMENT OPPORTUNITY: Livingston County is an Equal Opportunity Employer. Discrimination on the basis of a protected classification is prohibited with respect to all aspects of employment. Protected classifications include: race, color, sex, sexual orientation, religion, age, national origin, marital status, disability, veteran status, genetic information, domestic violence victim status, gender identity and gender expression, or for any other reason prohibited by law.

PUBLIC EMPLOYERS UNDER LIVINGSTON COUNTY'S CIVIL SERVICE JURISDICTION: The following public employers are under Livingston County's Civil Service jurisdiction and use Livingston County's eligible lists to fill competitive class positions:

County: Livingston.

Libraries: Bell Memorial Library, Dansville Public Library, Wadsworth Public Library.

Villages: Avon, Caledonia, Dansville, Geneseo, Leicester, Lima, Livonia, Mt. Morris, Nunda.

Towns: Avon, Caledonia, Conesus, Geneseo, Groveland, Leicester, Lima, Livonia, Mt. Morris, N. Dansville, Nunda, Ossian, Portage, Sparta, Springwater, West Sparta, York.

Schools: Avon, Caledonia-Mumford, Dansville, Geneseo, Keshequa, Livonia, Mt. Morris, Wayland-Cohocton, York.

Special Districts: Genesee Valley BOCES, Livingston County Water and Sewer Authority.

FURTHER INFORMATION: Contact the Human Resources Department or visit the County's website at:

Livingston County Human Resources Department

6 Court St., Room 206

Geneseo, NY 14454

(585) 243-7570

Livingston County website, Human Resources Dept. page

<https://livingstoncountyny.gov/207/Human-Resources>

Employer

Livingston County

Address

6 Court Street, Room 206

Geneseo, New York, 14454

Phone

585-243-7570

Website

<https://www.livingstoncounty.us/>