



**LIVINGSTON COUNTY PERSONNEL OFFICE
ANNOUNCES THE FOLLOWING
CIVIL SERVICE EXAMINATION
FOR**

ELIGIBILITY CLERK-OC

EXAM NUMBER: 62-742

February 3, 2022

LAST FILING DATE

March 5, 2022

EXAMINATION DATE

EXAM FEE: \$10.00, paid by CASH, MONEY ORDER, CERTIFIED CHECK, CASHIER'S CHECK or FEE WAIVER. No other forms of payment will be accepted. **Fee due by last filing date.** Late fees and fees in unacceptable payment forms will NOT be accepted. The fee is non-refundable.

PAY RANGE:

\$17.74-\$23.66.

LOCATION:

Livingston County Department of Social Services-Mt. Morris, NY

DUTIES:

This work involves moderately complex eligibility and clerical support functions for applicants and recipients for various Federal and State funded relief programs such as: Temporary Assistance to Needy Families (TANF), Emergency Assistance to Families (EAF), Emergency Assistance to Adults (EAA), Temporary Housing, Medical Assistance, Medicaid, Food Stamps (SNAP), Section 8 Housing Choice, Child Support Enforcement and numerous other programs and services. Incumbents are expected to learn departmental regulations, policies and procedures to relieve higher level program staff of the more routine tasks and support functions associated with the eligibility process. This work also includes using a variety of State or Federal database management systems and other departmental databases to gather case information to support case processing and management, reporting and tracking. Supervision of others is not a responsibility of this class. Work is performed under the general supervision of a higher level staff person in the program area. This position differs from that of higher level program staff by virtue of the limited complexity of the work and limited exercise of independent judgment. An Eligibility Clerk does related work as required.

REQUIRED

QUALIFICATIONS: Applicants must meet the following requirements to be approved to take the exam:

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.

General Qualifications -

Applicants must meet all requirements described in the following table in order to be approved for examination and/or appointment:

Qualification Option #	1
Training/Education	<input type="checkbox"/> Graduation from high school or possession of a high school equivalency diploma.
General experience	<input type="checkbox"/> Two years of full-time, paid clerical experience; AND <input type="checkbox"/> One year of the above experience must have included the use of automated systems and involved the processing, examination or evaluation of completed forms or applications.
Supervisory experience	<input type="checkbox"/> N.A.
License/Certification	<input type="checkbox"/> None required.
Other requirements	<input type="checkbox"/> N.A.

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

APPLICATION

PROCESS:

Submit to the Livingston County Personnel Office by the application deadline:

- (1) A fully completed Livingston County Application for Examination or Employment and
- (2) The exam fee or waiver request.

Applications may be obtained from the Livingston County Personnel Office or on the Personnel Department page of the Livingston County website. If you are applying for more than one exam, a separate application is required for each exam.

APPOINTING

EMPLOYER(S):

Appointing employers may include any and/or all of those listed in the “PUBLIC EMPLOYERS UNDER LIVINGSTON COUNTY’S CIVIL SERVICE JURISDICTION” section later in this announcement.

EXAM SUBJECTS, RETEST POLICIES AND SCORING, ETC.

EXAM SUBJECTS: The exam is comprised of: A test designed to evaluate knowledge, skills and /or abilities in the following areas. The subjects of the exam are:

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 there is a problem with your application, you will be notified in writing (i.e. by e-mail or first class mailing) and given an opportunity to submit additional information to support your application within seven (7) calendar days following the date of the notification. If there are no problems with your application, 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 Personnel Office.

PERMISSIBLE TOOLS/EQUIPMENT FOR USE DURING WRITTEN EXAM: Unless otherwise notified, 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.

EXAMINATION 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 Personnel Office. If you wish to order a guide by mail, send your request with a self-addressed stamped envelope to the Livingston County Government Center, Personnel - #206, 6 Court St., Geneseo, NY 14454-1043.

GENERAL INFORMATION

EDUCATIONAL DEGREE: If an educational degree¹ is a minimum qualification for this title, you may be approved to take the examination if you have not received the degree but expect to receive it no later than the date of the examination. 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. Within thirty (30) calendar days following the date of the examination, you must provide to the Livingston County Personnel Office written proof of your receipt of the required educational degree. Failure to do so will result in the

¹ An "educational degree" is an Associate's, Bachelor's, Master's or Doctorate degree issued by a New York State or regionally accredited college or university.

disapproval of your examination application. Candidates whose applications are disapproved will not have their names placed on the eligible list resulting from the examination, regardless of their performance on the examination, nor will they be eligible for permanent appointment to positions for which such eligible list is certified. Exam fees will not be refunded.

EXAM LOCATION: Livingston County Government Center unless another location is noted in the admission notice.

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 Personnel Office, which will provide for special arrangements.

Arrangements must be made to take all examinations at one test site. Unless this form is filed with the Livingston County Personnel Office 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.

APPLICATION FEE: The fee is non-refundable. Be sure to compare your qualifications carefully with the requirements listed and file only for those examinations for which you clearly qualify and intend to take. We cannot prescreen applications submitted without a fee. No refunds will be made if your application is disapproved or you fail to appear for the test.

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 Personnel Office.

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 Personnel Office or on our website at www.livingstoncounty.us/departments.htm. Applications for veterans credits must be accompanied by a copy of the candidate's DD214 Member 4 form.

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 Personnel Office at least two weeks prior to the date of the exam. Forms may be obtained from the Personnel Office.

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 Personnel Office 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 Personnel Office 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 Personnel Department page of the Livingston County website, www.livingstoncounty.us. In general a request is due to the Personnel Office two weeks before the examination date. Requests that are not made in a timely manner will be disapproved.

CANDIDATE NAME AND ADDRESS CHANGES: It is the responsibility of the candidate to notify the Livingston County Civil Service Office of any changes of name and/or address. **NO** attempt will be made to locate candidates who have moved.

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 Personnel Office or visit the County's website at:

Livingston County Personnel Office

6 Court St., Room 206

Geneseo, NY 14454

(585) 243-7570

Livingston County website, Personnel Dept. page

www.livingstoncounty.us/departments.htm

Date Posted: January 10, 2022