



## **SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT**

105 Ninth Street , Unit 21  
Watkins Glen, NY 14891  
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Lorry Johnson  
Personnel Officer

**Examination Open to the Public**  
**Assistant Deputy County Clerk**  
**Exam #63995**

**EXAM DATE: May 13, 2023**

**LAST DATE TO FILE: March 24, 2023 by 4:30pm**

**SALARY:** \$39,482 – 44,417 dependent on experience with excellent benefit package which includes: NYS Retirement; Health Insurance; option for Deferred Compensation, paid sick, personal, holiday, and vacation time. Information on Management benefits can be found at <http://www.schuylercounty.us/DocumentCenter/View/4349/Management-Confidential-Handbook-?bidId=>

**HOW TO APPLY:** Submit Civil Service application and diploma or transcripts (if diploma does not indicate field of study) to Schuyler County Civil Service, 105 Ninth St., Unit 21, Watkins Glen, NY 14891. Faxed and emailed applications will be accepted.

**EXAM FEE:** \$15.00 examination fee must accompany application, payable by cash, money order, or check made payable to the Schuyler County Treasurer. Please write the name and number of the examination on the check. Details concerning waiver of application fee are found in the “General Instructions.” No refund will be made to applicants who are disqualified or fail to appear. You are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

**VACANCY:** At the present time, there is one position filled provisionally in this title. This examination is being held to establish an eligible list and will be used to fill this vacancy and any appropriate full-time and/or part-time vacancies as they occur in Schuyler County during the life of the list.

**RESIDENCY REQUIREMENT:** Candidates must have been **legal residents of Schuyler or a contiguous (Chemung, Seneca, Steuben, Tompkins and Yates) county** for at least one month immediately preceding the date of the written examination. Preference in appointment may be given to a resident of the jurisdiction for which there is a vacancy.

**JOB DESCRIPTION:** This is an administrative position responsible for directing the day to day operations of the motor vehicle unit under the general administrative supervision of the County Clerk in accordance with the provisions of the Vehicle and Traffic Law and Procedures issued by the Commissioner of Motor Vehicles. This position supervises all Motor Vehicle employees with a significant level of independent judgment allowed in planning and carrying out the details of the work. When acting in County Clerk’s and Deputy County Clerk’s absence, duties will involve supervision and general administration of both the County Clerk’s office and Department of Motor Vehicles personnel. This is to include approval of time off and disciplinary action if

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necessary. Responsible for the interpretation of and administration of laws and procedures of several completely different operations, such as: Real Property Law, General Business Law, CPLR, Judicial Law, Firearm-Penal Law, DMV-Vehicle and Traffic Law.

**TYPICAL WORK ACTIVITIES:**

**DMV**

- Plans, assigns, oversees, and supervises the day to day operation of the Motor Vehicle Bureau and makes determination of the eligibility of documents presented to other office staff in question.
- Assigns and reviews work, interviews and instructs new employees in the issuance of a variety of automobile and other types of motor vehicle licenses.
- Audits daily accounts.
- Deposits monies collected daily.
- Acts as vision, English and oral test examiner.
- Maintains records and financial accounts and prepares necessary reports regarding motor vehicle activities for NYS.
- Orders, receives and checks motor vehicle license plates, registration documents and stickers.
- Maintains records and financial accounts and makes necessary reports regarding motor vehicle activities.

(In the Absence of the County Clerk and Deputy County Clerk)

- Administer Oaths of Office
- Assist the public, abstractors, lawyers, and surveyors as needed.
- Certify copies of legal documents.
- Assist other County, State, and Federal agencies with requests and research pertaining to office records and files.
- Balance several bank accounts and prepare both monthly and annual reports to various Federal and State agencies and to the County.
- Assist in the preparation of the annual departmental budget.
- Arrange computer indexing and scanning of all recorded document.
- Assist with records management operations.

**MINIMUM QUALIFICATIONS: Either:**

- Associate degree in Business Administration or a related field from an accredited school or college and two (2) years of business experience, including accounting and recordkeeping and including one year of supervisory experience; **or**
- Graduation from High School or possession of an equivalency diploma and four (4) years of business experience, including accounting and recordkeeping, as described above; **or**
- C. Any equivalent training and experience, sufficient to indicate the ability to perform and supervise the required work.

**SUBJECT OF EXAMINATION: Use of calculators is RECOMMENDED**

Subjects of examination: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

**Preparing written material**

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in

two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

### **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.

### **Office management**

These questions test for knowledge of the principles and practices of planning, organizing and controlling the activities of an office and directing those performing office activities so as to achieve predetermined objectives such as accomplishing office work within reasonable limits of time, effort and cost expenditure. Typical activities may include but will not be restricted to: simplifying and improving procedures, increasing office efficiency, improving the office work environment and controlling office supplies.

### **Supervision**

These questions test for knowledge of the principles and practices employed in planning, organizing, and controlling the activities of a work unit toward predetermined objectives. The concepts covered, usually in a situational question format, include such topics as assigning and reviewing work; evaluating performance; maintaining work standards; motivating and developing subordinates; implementing procedural change; increasing efficiency; and dealing with problems of absenteeism, morale, and discipline.

### **Working with office records**

These questions test your ability to work with office records. The test consists of two or more sets of questions, each set concerning a different problem. Typical record keeping problems might involve the organization or collation of numerical data from several sources; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages and percents.

Applications and announcements are available at [www.schuylercounty.us](http://www.schuylercounty.us)  
or the Schuyler County Civil Service Office  
105 Ninth St., Unit 21, Watkins Glen, NY 14891  
(607) 535-8190

**Issue Date: February 6, 2023**

## **SCHUYLER COUNTY CIVIL SERVICE—GENERAL INSTRUCTIONS FOR EXAMINATIONS**

**Application:** An original application must be filed for each separate examination. Applications must be received by 4:30pm in the office on the “Last Filing Date” to be considered for this examination. We do not make formal acknowledgement of the receipt of an application or take responsibility for non-delivery or postal delay. Submission of a résumé does not relieve you of the responsibility for completing all sections of the application. Answer every question; incomplete applications will be disapproved. Be sure to read the detailed announcement to determine whether or not you meet the announced requirements. No fee refund will be made to applicants who are disqualified or fail to appear for the examination. Notify this office if your address changes after applying as no attempt will be made to locate candidates who have moved. Download application and forms at web site [www.schuylercounty.us](http://www.schuylercounty.us).

**Education:** A copy of your diploma should be submitted if you qualify by possession of a degree. Transcripts should be submitted whenever the qualifications require a specific college major or specified number of credits.

**Application Fee:** Application fee of \$15 (\$25 for Uniformed Protective Services exams) must be submitted with application. Pay by cash, money order or check made payable to Schuyler County Treasurer. Write exam name and number on check. No refund will be made to applicants who are disqualified or fail to appear. You are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified.

**Application Fee Waiver:** A waiver of examination fee will be allowed if you are unemployed and primarily responsible for the support of a household or if you are eligible for Medicaid, receiving Supplemental Security Income payments, 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. If you can verify eligibility for application fee waiver, complete an “Application Fee Waiver Request and Certification” form and submit it with your application.

**Application Review:** Disqualified candidates will receive a letter and will have the opportunity to submit facts in opposition to disqualification. Approved candidates will receive an admission letter a week before the date of the exam telling when and where to appear for the examination. If you do not receive a letter within five days of the examination, call Civil Service at 607-535-8190. Falsification or material misstatements of any part of the application may result in disqualification from the exam or from permanent competitive appointment. Statements on the application may be verified after the examination is held. At that time those candidates not meeting the requirements will be disqualified.

**Residency:** Candidates must be legal residents of Schuyler County of one of the contiguous counties (Yates, Seneca, Steuben, Chemung, or Tompkins) for at least one month immediately preceding the examination date. For some examinations, residency may be waived. Under Section 23-4a of Civil Service Law, a municipality may request a certification of eligible candidates who have been residents of that municipality for at least one month prior to certification.

**Multiple Examinations:** Qualified candidates may take a combination of examinations being given on the same date. The time limit for any combination or series of examinations cannot exceed eight (8) hours.

**Crossfiling - Multiple Examinations Scheduled For The Same Day:** If you have applied for any other civil service examinations to be given on the same test date by New York State or any other local government jurisdiction, you must make arrangements to take all the examinations at one test site. (1) 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 toll free at 1-877-697-5627 (press 2, then press 1), no later than two weeks before the test date. (2) If you have applied for examination with another local civil service agency, submit a crossfiling form with each agency to make arrangements no later than two weeks before the date of the examinations; indicate the test site at which you wish to take your examination.

**Calculators:** Unless otherwise notified, candidates are permitted to use a quiet hand-held, solar or battery powered calculator. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited. No headphones, books or other reference materials are allowed.

**Eligible Lists:** Unless otherwise noted, the final rank order of the eligible list established as a result of this exam will be determined on the basis of the scores received on the written test, plus veterans and seniority credits where appropriate. The resulting eligible list for this examination will not be less than one year but no more than four years. Appointment from an eligible list must be made from the top three candidates willing to accept the appointment. Eligible lists are used to fill competitive positions in Schuyler Co.

**Rating:** This examination is announced and will be rated 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 exams will apply to this examination.

**Veterans/Military:** Veterans or disabled veterans who wish to claim additional credit must submit a copy of their DD-214 and supporting paperwork before the eligible list is established. The requirements set by NYS for these credits must be met. Military Service members on active duty on the exam date may request a military make-up examination.

**Children of Firefighters 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 examination for original appointment in the same municipality in which his or her parent has served. You must inform this office when you submit your application and must also submit documentation before the eligible list is established.

**Alternate Test Date for Religious Observers:** Most tests are held on Saturdays. If the test date conflicts with a religious observance or practice, check the box on the application. Arrangements will be made for an alternate test date, usually the following Monday.

**Disabled Persons:** If special accommodations for testing are required, please indicate in writing the disability and desired conditions necessary to accommodate your disability by the last filing date of the exam.

**Background Investigation:** Candidates may be required to pass a pre-employment drug test and/or undergo a State and national criminal history background investigation, including a fingerprint check, to determine suitability for appointment.

NYS Civil Service Test Guides for certain exams and *How to Take a Written Test* are at <http://www.cs.state.ny.us/testing/localtestguides.cfm>.