

Please Post Conspicuously

**OTSEGO COUNTY ANNOUNCES AN OPEN-COMPETITIVE EXAMINATION FOR
Custodian #5-2010**

SALARY: Varies upon jurisdiction

EXAMINATION DATE: May 8, 2010

LAST DATE TO FILE: Applications must be received by the in Otsego County Personnel/Civil Service office or postmarked no later than April 1, 2010

VACANCIES: The eligible list resulting from this examination will be used to fill vacancies as they occur in County departments and all of the towns, villages, school districts and the Otsego Catskill Northern BOCES under the jurisdiction of the Otsego County Personnel/Civil Service Office.

RELIGIOUS ACCOMMODATION-DISABLED PERSONS-MILITARY MEMBERS: Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and disabled candidates who require special accommodations to take the test should indicate the need for special arrangements on their application. Candidates who are called to military service after filing an application should send requests for an alternate test date to the Otsego County Civil Service/ Personnel Office as soon as possible before the test date. If you apply for an examination during the filing period, but are on active military duty on the date the examination is scheduled, you may request a military make-up examination. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten (10) days before the test date.

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.

FILING FEE: A fee of \$7.50 is required for each separately numbered examination for which you apply. The required fee must accompany your application. Make money order payable to County of Otsego and write the examination number(s) and your Social Security Number on your money order. **PERSONAL CHECKS AND CASH WILL NOT BE ACCEPTED. NO EXCEPTIONS.** As no refunds will be made, 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. No determination of eligibility will be made prior to filing of applications.

APPLICATION FEE WAIVER: A waiver of the application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of the 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. 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. An Application Fee Waiver Form can be obtained at the Personnel/Civil Service Office or on our website www.otsegocountyemployment.com.

RESIDENCY REQUIREMENT/PREFERENCE: There are no residency requirements for this examination. However, preference in appointment may be given to successful candidates who have been residents of Otsego County for at least one month immediately preceding the scheduled date of the written examination.

VETERAN'S CREDIT: Active service members, veterans or disabled veterans desiring to claim additional credit may submit an "Application for Veterans Credits" accompanied by the form DD-214 prior to the establishment of the eligible list. **IT IS YOUR RESPONSIBILITY TO SEE THAT THE FORM DD-214 IS SUBMITTED TO THIS OFFICE. FAILURE TO SUBMIT A COPY OF YOUR DD-214 TO THIS OFFICE PRIOR TO THE ESTABLISHMENT OF ANY ELIGIBLE LIST WILL RESULT IN NO ADDITIONAL CREDIT BEING GRANTED.** 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 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. An Application for Veteran's Credit Form can be obtained at the Personnel/Civil Service office or on our website www.otsegocountyemployment.com.

GENERAL STATEMENT OF DUTIES: Performs routine building cleaning and semi-skilled maintenance tasks; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is manual work of a routine nature requiring efficient performance of cleaning and semi-skilled maintenance operations for school buildings, grounds and equipment. Work is performed under general supervision of a school principal or head custodian. Supervision may be exercised over a small number of cleaners and/or subordinate maintenance personnel.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: Good knowledge of building cleaning and maintenance practices and materials; good knowledge of plumbing, carpentry and electrical methods and ability to make minor repairs; working knowledge of low pressure steam heating systems; ability to follow verbal and written instructions; willingness to do manual and custodial tasks; good physical condition; cleanliness; dependability.

ACCEPTABLE TRAINING AND EXPERIENCE: Completion of a standard grade school course and one year of building cleaning or maintenance experience; or any equivalent combination of training and experience sufficient to indicate ability to do the work

SUBJECT OF EXAMINATION: A written test designed to evaluate knowledge, skills and/or abilities in the following areas:

1. **BASIC KNOWLEDGE OF CLEANING TOOLS AND THEIR USES** - This subtest is designed to evaluate the candidates' knowledge of various cleaning tools and equipment commonly used by Janitors/Custodians on the job. The candidates will be presented drawings depicting various tools and equipment. The candidates will be required to recognize the tools and know their potential uses in order to answer questions correctly.
2. **BASIC KNOWLEDGE OF TOOLS USED FOR MINOR MAINTENANCE AND REPAIR** - This subtest is designed to evaluate the candidates' knowledge of various tools and equipment. The candidates' will be required to recognize tools and know their potential uses in order to answer the questions correctly. The tools and equipment use din this subtest are those used in minor mechanical, electrical, plumbing, and

carpentry repair.

3. **BASIC ON-THE-JOB SAFETY PRACTICES** - This subtest is designed to evaluate the candidates' understanding of basic safety practices involved in the day-to-day activities of Janitors/Custodians. The candidates will be presented a set of drawings, which show Janitors/Custodians performing a number of activities, which are routinely encountered on the job. The candidates will be required to recognize unsafe situations and/or identify alternative methods of performing the activities, which would improve or eliminate the safety problems.

PREPARATION/RATING OF EXAMINATION: This examination will be prepared and rated in accordance with Section 23 (2) of the Civil Service Law. The provisions of the New York State Civil Services Law, rules and regulations dealing with the preparation and rating of examinations will apply to this examination.

ADMISSION NOTICES: Approved candidates will receive admission letters indicating the date, time, and location their exam is scheduled no later than two weeks before the scheduled exam date. It is the responsibility of the candidate to notify the Personnel/Civil Service Office of any change in name or address. No attempt will be made to locate candidates who have moved.

CROSS-FILING: If you have applied for any other civil service examination to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, 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 make arrangements to take all your examinations at the State examination center by calling (518) 457-7022 no later than two weeks before the test date. If you have applied for other local government examinations, call or write to each civil service agency to make arrangements no later than two weeks before the date of the examinations. You must notify all local government civil service agencies with which you have filed an application of the test site at which you wish to take your examination. A Cross-Filer Notification Form can be obtained at the Personnel/Civil Service office or on our website www.otsegocountyemployment.com.

APPLICATIONS AND ANNOUNCEMENTS may be obtained by writing or calling the Otsego County Civil Service/Personnel Office, 197 Main Street, Cooperstown, New York 13326. (607) 547-4239 or downloaded from the County's website at www.otsegocountyemployment.com.

NOTICE: ONLY APPLICATIONS SUBMITTED TO THE OTSEGO COUNTY PERSONNEL OFFICE WILL BE CONSIDERED FOR THIS EXAMINATION. RESUMES WILL NOT BE ACCEPTED AS A SUBSTITUTE FOR YOUR APPLICATION BUT WILL BE ACCEPTED ONLY AS AN ADDITION TO YOUR APPLICATION. ALL RELEVANT INFORMATION MUST BE CONTAINED IN YOUR APPLICATION. A separate application must be filed for **EACH** examination for which you apply. Applications must contain the correct examination title and/or number in order to be considered. The Otsego County Personnel Office reserves the right to accept or to reject applications/fees submitted/postmarked after the last announced filing date. The Otsego County Personnel Office is **NOT** responsible for lost or misdirected mail.

NOTE: Unless otherwise specified, all required experience must be full time paid or its part time paid equivalent. **You are responsible for submitting an accurate, adequate and clear description of our experience. Omissions or vagueness will NOT be interpreted in your favor.** Applicants for examination must meet all minimum qualifications on or before the examination date with no tolerances allowed. If an applicant lacks the required experience or has not completed all required training at the time he/she submits an application, but is serving in a qualifying position or will complete all required coursework by the date of the examination, he/she may be approved **CONDITIONALLY** to take an examination, pending verification of successful completion of all experience and training requirements. Applications for examination can be obtained from the Otsego County Personnel Office, 183 Main Street, Cooperstown, New York or downloaded from the County's website www.otsegocountyemployment.com.

ALTERNATE TEST DATE POLICY: Under specific circumstances an alternate test date may be arranged in accordance with established policy. Your request and verifiable documentation should be submitted at least one week prior to the test date or in case of emergency no later than 5:00 PM on the next business day following the test. A copy of the Alternate Test Date Policy is available on the County's website at www.otsegocountyemployment.com, or by calling the Personnel/Human Resources Office at 607-547-4239. ***IN NO CASE SHALL THE EXAMINATION BE GIVEN LATER THAN THE FOLLOWING SATURDAY***

Dated: March 2, 2010

OTSEGO COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

PHONE: 607-547-4239

www.otsegocountyemployment.com