

**CIVIL SERVICE**

You may be surprised to learn that all non-elected positions in the County, Towns and Villages and all the non-teaching positions in the Schools are Civil Service positions. The Otsego County Personnel (Civil Service) Office, located at 183 Main Street, Cooperstown, New York, is responsible for all Civil Service administration in Otsego County -except the City of Oneonta. The City of Oneonta administers Civil Service for the City only. John Insetta is the Personnel Technician and the office is located in City Hall, Main Street, Oneonta.

Applying for a Civil Service job occurs in two ways: 1) a vacancy exists, or 2) a Civil Service test is taken.

**HOW TO APPLY FOR A VACANCY**

When a vacancy occurs in a department of Otsego County, the Notice of Vacancy is posted on all County facility bulletin boards. The Notice states the location of the vacancy (what department), the title of the position, the salary, and the last date we will accept applications. Attached to the Notice is a copy of the job description.

The job description gives a brief outline of the job itself and, most importantly, lists the qualifications for the job. While anyone can apply for any job, your application will not be approved unless you meet the qualifications.

If the posting of the Notice does not produce any qualified applicants, then the vacancy is advertised in the help-wanted section of the newspaper.

This procedure for filling vacancies is dictated by the Union contract.

There is no fee when filing an application for a vacancy.

**HOW TO APPLY FOR A CIVIL SERVICE EXAMINATION**

There are two kinds of Civil Service positions - some you must take a written test for and some you do not.

Those positions you do not take a written test for are filled by posting the Notice of Vacancy.

Those positions that are competitive (for which you must test) are filled by advertising the examination in the help-wanted section of the newspapers and posting the exam notice at the same time.

The exam announcement contains the location of the position, the position being tested for, the salary, the date the exam will be held and the last date for filing your application.

There is no "general" Civil Service test. Each exam is title-specific (i.e. Caseworker, Typist, Custodian).

Again, you must meet the qualifications to be admitted to the exam.

There is a \$7.50 filing fee for Civil Service exams in Otsego County. This is not refunded if you do not meet the qualifications.

Most written exams are multiple choice. The Typist exam is performance (i.e. typing 35 words per minute and spelling).

Three to six months after taking the exam, the Civil Service office receives the exam results from the New York State Department of Civil Service and the people who passed are placed in order of their test score. This is called an eligible list.

The eligible list is then certified (sent to) the appointing authority (department head). The appointing authority is required by law to choose from among the first three candidates on the eligible list.

There is a one month residency requirement for any employment in Otsego County. This residency requirement is waived only if there is difficulty in recruiting for a particular position.

For further information regarding Civil Service, please contact the Otsego County Personnel Office, County Office Building, 197 Main Street, Cooperstown, New York 13326 or call (607) 547-4239 or visit our website: [www.otsegocounty.com](http://www.otsegocounty.com) to view current vacancies and exam announcements.