



**WAYNE COUNTY
CIVIL SERVICE –HUMAN RESOURCE OFFICE**

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CIVIL SERVICE INFORMATION

WHAT IS CIVIL SERVICE?

The New York State Constitution and NYS Civil Service Law says that public employees must be hired for jobs on the basis of their merit and fitness. In practical terms, “merit and fitness” means finding people who are best suited to a particular job.

The Wayne County Human Resources Department is responsible for hiring people who meet the requirements of merit and fitness as mandated by the Civil Service Law. The Human Resources Department oversees civil service hiring for all Wayne County departments, towns, villages, school districts, and special districts.

Administration of the Civil Service Law is divided into two areas: positions that **do not** require a Civil Service examination and positions that **do** require an examination.

WHAT POSITIONS DO NOT REQUIRE A CIVIL SERVICE EXAM?

1) Job titles that have no minimum requirements; for example:

<u>Title</u>	<u>Department</u>
Cleaner	School Districts, Etc.

2) Job titles requiring specific education and experience but no written examination; for example:

<u>Title</u>	<u>Department</u>
Registered Professional Nurse	Nursing Home, Etc.

3) Job titles that are filled on a part-time basis and approved within the Rules and Regulations; for example:

<u>Title</u>	<u>Department</u>
Library Clerk (PT)	Libraries, School Districts
Typist (PT)	Various

4) Positions that are elected or appointed; for example:

<u>Title</u>	<u>Department</u>
County Treasurer	Treasurer’s
Clerk to Supervisor	Towns

HOW DO I GET A JOB WITH A LOCAL SCHOOL DISTRICT, TOWN, VILLAGE, OR SPECIAL DISTRICT?

If you are interested in a job that requires a civil service exam (for example: Typist, Custodian), you should file to take the civil service exam through the County Human Resources Department. If you are interested in a position which does not yet have a scheduled exam date you can file application and we will hold on file until exam is scheduled.

If you are interested in a position that does not require an exam (for example: Food Service Helper, Teacher Aide, Cleaner, Bus Driver, Motor Equipment Operator), you should apply directly to the school district, town, village, and/or special district in which you seek employment. Teaching positions in the school districts are not included under civil service. Applicants must show on their application they meet the minimum qualifications indicated on job specifications. Each jurisdiction selects its own candidates for these positions.

HOW DO I APPLY FOR POSITIONS IN THE COUNTY THAT DO NOT REQUIRE A CIVIL SERVICE EXAM?

Applications and job descriptions for positions that **do not** require an exam are available from the Human Resources Department. Most positions have minimum qualifications. Candidates may complete and file an application for these titles at any time. Applications submitted to the Human Resources Department are forwarded to the appropriate Department Head/Appointing Authority who chooses from qualified applicants to fill vacancies as needed.

HOW DO I FIND OUT ABOUT POSITIONS THAT DO REQUIRE A CIVIL SERVICE EXAM?

Examination Announcements:

When Civil Service exams are scheduled, announcements are published on the County website <http://Web.co.wayne.ny.us> posted in public buildings, and available from the Human Resources Department. Exam announcements contain important information about minimum qualifications, exam fee, exam scope (description), last filing date, and exam date. Unless otherwise stated on the exam announcement, applicants must be residents of Wayne County for a minimum of one (1) month immediately preceding the date of the exam.

Completing Application:

Applications must be completed fully. Do not substitute a resume for the education or work experience sections of the application. Be sure to compare the information you provided about your education, training, and experience with the minimum qualifications required for the job before applying for the exam.

Continuous Recruitment Exam Program:

This is a program of continuous testing for entry-level positions. Candidates may file their application and exam fee at any time and will be tested when an exam is next scheduled, generally once every six months. Successful candidates for continuous recruitment titles have their names placed on an eligible list for a 1-year period. Commonly scheduled Continuous Recruitment titles include: Account Clerk, Typist, Senior Typist, Library Clerk, Caseworker, Custodian, and Public Health Nurse, Water Wastewater Treat plant operator.

WHAT HAPPENS AFTER I APPLY FOR A TEST?

Applications for scheduled exams are evaluated to insure the candidate meets the minimum qualifications to take the exam. Approved applicants will receive an admission notice at least two weeks prior to the date of the exam with information regarding test location, start time, and other instructions. Applicants disapproved because the application does not show that the applicant meets the minimum qualifications will be notified by mail. If disapproved the candidate has the ability to resubmit application with additional information. The exam fee is **non-refundable**.

WHEN WILL I RECEIVE MY TEST RESULTS?

Test results are received from the State Civil Service Commission approximately two to three months after the exam date. You will be notified by mail of your score and placed on an eligible list. Those who score 70% or above are included on the eligible list for job openings. Jobs are filled from these lists by the employer choosing one of the three highest scoring applicants willing to accept the job. Wayne County eligible lists are used by all Wayne County departments, towns, villages, school districts, and special districts.