



**RENSSELAER COUNTY
CIVIL SERVICE COMMISSION**
Opportunities in the Public Service
PROMOTIONAL EXAMINATION

EXAM NUMBER: 78-410
EXAM TITLE: PROGRAM ASSISTANT, ACADEMICS III

EXAM DATE: OCTOBER 28, 2017
LAST FILING DATE: SEPTEMBER 26, 2017

NON-REFUNDABLE \$20.00 FILING FEE MUST ACCOMPANY EACH APPLICATION. CHECKS OR MONEY ORDERS ONLY.

PROGRAM ASSISTANT ACADEMICS III, Rensselaer County. The resulting eligible list will be used to fill vacancies as they occur.

SALARY: \$16.6526

MINIMUM QUALIFICATIONS: Candidates must have one (1) year of permanent or contingent permanent competitive class status in the position of Program Assistant, Academics II with Hudson Valley Community College immediately preceding the date of examination.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assist the Department Chair with data development and writing for annual reports and program reviews;
Develops office protocols and priorities for maximizing office productivity;
Devises and maintains complex file structures and data retrieval methods;
Produces routine and ad hoc reports from office file structure;
Develops and communicates information for faculty re: academic policies;
Does basic research to support course development and special initiatives;
Assist faculty with course material preparation;
Assist students with problem resolution; may contact other College Offices or resources as necessary;
Provides routine information to the public and external agencies as necessary;
Performs other related duties as may be assigned by the Department Chair.

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

1. Name and number checking;
2. Office record keeping;
3. Operations with letters and numbers;
4. Public contact principles and practices.

USE OF CALCULATORS IS ALLOWED FOR THIS EXAMINATION.

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 "How to take a written test" helpful in preparing for this test. This publication is available on line at: www.cs.ny.gov/testing/localtestguides.cfm. You may obtain a copy of an expanded description of the examination subtest by requesting a copy from the Civil Service Office.

If you are filing to take exams with Rensselaer County Civil Service and any other Civil Service Agency on the same day, please complete a Cross- Filer form at time of filing. The Cross-Filer form is available at the Rensselaer County website: www.rensco.com/employment_applications.asp."

(OVER)

GENERAL INFORMATION

1. Each candidate must complete an application form and file it with the Rensselaer County Civil Service Commission, County Office Building, 1600 – 7th Avenue, Troy, New York 12180. Applications should be filed as soon as possible after the announcement of examination. When writing for applications, forms or information, **SPECIFY BY ANNOUNCEMENT NUMBER AND TITLE** of the position for which you wish to apply. You may also obtain an application and examination announcement from the Rensselaer County website at www.rensco.com. **BE SURE EVERY QUESTION IS ANSWERED. SUBMISSION OF A RESUME INSTEAD OF A COMPLETED APPLICATION IS UNACCEPTABLE. AN INCOMPLETE APPLICATION MAY BE DISAPPROVED.**
 2. Accepted candidates will be notified when and where to appear for examination. No one will be admitted to the examination without the official admission notice. If an application is rejected, you will be notified in writing. The Civil Service Commission does not make formal acknowledgement of receipt of application. Call the Civil Service Office if you have not received your notice three (3) days prior to the date of examination. **NOTICE TO CANDIDATES:** Unless otherwise notified, candidates are permitted to use quiet, hand-held solar or battery powered calculators. Cell phone calculators are not permitted. Devices with typewriter keyboards, spell-check, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited.
 3. **SENIORITY CREDITS** will be added to an eligible score as follows: Using as a basis six (6) months of continuous permanent or contingent permanent service in the jurisdiction for which the eligible list is being established as an equivalent to 0.1. No seniority credit will be allowed for service in excess of twenty (20) years.
 4. For purpose of claiming veteran's credits on a Civil Service examination, an applicant must have received an honorable discharge and have served in the armed forces of the United States at any time during the following periods:

December 7, 1941 to December 31, 1946	June 1, 1983 to December 1, 1987*
June 27, 1950 to January 31, 1955	October 23, 1983 to November 21, 1983
December 22, 1961 to May 7, 1975	December 20, 1989 to January 31, 1990*
August 2, 1990 to end of such hostilities	

*Credit for Lebanon, Grenada and Panama will be limited to those who receive the armed forces expeditionary medal, the navy expeditionary medal or the Marine Corps expeditionary medal.
- Veterans wishing to claim additional credit on the examination must make claim when filing application. All veterans making application for additional credit on the examination must file a Photostat copy of their discharge papers with applications. A candidate who fails to establish, by appropriate documentary proof, his eligibility to receive additional credit by the time an eligible list is established shall not, thereafter, be granted additional credit on such eligible list. Effective January 1, 1998, the State constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veterans credit in examination. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. 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 the 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.
5. 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 (10) points in a competitive examination for original appointments 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 (2) months from 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.
 6. This written examination is 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 and review of examinations will apply. **VERIFICATION OF QUALIFICATIONS** may be investigated and candidates may be called for an interview to determine whether they are qualified for appointment. You may be required to take a medical examination to determine if you are medically and physically capable of performing the duties of the position. Eligible Lists will be established in order of final rating for successful candidates and will be established for a period of four (4) years or until the establishment of an appropriate new list.
 7. Pursuant to New York State Civil Service Law Section 52.2, previous training and experience of the candidates, and performance ratings where available, may be considered as factors in determining the relative merit and fitness of candidates for promotion.
 8. **APPLICATION FEE:** A **non-refundable** fee of \$20.00 is required for each separately numbered examination for which you apply. Certain examinations will require a \$30.00 filing fee. **The required examination fee must accompany your application(s) in the form of a Check or Money Order** made payable to the **Rensselaer County Civil Service Commission** and write the examination number(s) on your check or money order. **NO CASH ACCEPTED.** As no refund 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.
 9. **Religious Accommodations:** Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, check the appropriate box under "Religious Accommodations" on your application. We will make arrangements for you to take the test on a different date.

RENSSELAER COUNTY CIVIL SERVICE COMMISSION IS AN EQUAL OPPORTUNITY EMPLOYER.