

CAREER OPPORTUNITY



SARATOGA COUNTY DEPARTMENT OF PERSONNEL ISSUED 07/05/16

PLEASE POST CONSPICUOUSLY

SARATOGA COUNTY DEPARTMENT OF PERSONNEL

ANNOUNCES

AN OPEN-COMPETITIVE EXAMINATION FOR

CONSERVATION DISTRICT TECHNICIAN

EXAMINATION #69-530

CONSERVATION DISTRICT TECHNICIAN: The results of the exam will be used to fill vacancies as they occur in all agencies under the jurisdiction of the Saratoga County Personnel Department.

SALARY: \$ 29,994

LAST DAY TO FILE IS AUGUST 3, 2016

DATE OF THE EXAMINATION IS SEPTEMBER 10, 2016

NOTICE: **RELIGIOUS ACCOMMODATIONS-HANDICAPPED PERSONS:** If special arrangements for testing are required, indicate this on your application form.

RESIDENTS: Candidates must have been legal residents of New York State for at least FOUR months immediately preceding the date of the test. Pursuant to subdivision 4a of Sec. 23 of the Civil Service Law, preference may be given to successful candidates who have been legal residents of the municipality to which the appointment is to be made for at least FOUR months preceding the date of the written test.

APPLICATION FEE: An examination fee of **\$10.00 (Residents and Non-residents)** is required for each separately numbered examination for which you apply. The required fee must accompany your application. Check or money order only. Please **make checks payable to the Saratoga County Treasurer's Office, \$20 return check fee. This fee is non-refundable. You are urged to compare your qualifications carefully with the requirements for admission stated in the "Minimum Qualifications" section of the examination announcement, and file for only those examinations for which you are clearly qualified.**

APPLICATION FEE WAIVER: A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of 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. A copy of this document can be obtained from the Saratoga County Personnel office.**

DISTINGUISHING FEATURES OF THE CLASS: This is technical work involving responsibility for the AEM program and surveying, design and supervision of conservation projects. The incumbent performs a variety of technical duties related to the establishment of conservation practices and plans concerning land use and water quality/management on public and private properties. Work is performed under the general supervision of the Conservation District Manager. Does related work as required.

MINIMUM QUALIFICATIONS:

- A. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's Degree in Natural Resources Management, Agricultural Engineering, Civil Engineering or related Field; OR
- B. Graduation from a regionally accredited or New York State registered college with an Associate's Degree in Natural Resource Conservation, Civil Engineering, Drafting, Surveying or related field and two (2) years of experience in the agricultural or natural resource conservation field; OR
- C. Graduation from High School or possession of an equivalency diploma and four (4) years of full-time paid work experience or its part-time equivalent in the natural resource or conservation field.

SPECIAL REQUIREMENT: Must possess a valid NYS driver's license to carry out the details of the work.

THE WRITTEN TEST will be designed to measure knowledge, skills and/or abilities in such areas as:

- 1. Geographic information systems (GIS) and mapping-**These questions test for knowledge of the principles and practices involved in utilizing both geographic information system (GIS) data and global positioning system (GPS) concepts to develop, measure, map, and evaluate information on both natural and man-made terrain features.
- 2. 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.
- 3. Basic surveying principles and practices, including computations-**These questions test for knowledge of the elementary concepts, procedures, and computations involved in performing surveys of various projects and land areas.
- 4. Principles and practices of soil and water conservation-**These questions test for knowledge of the proper methods and techniques used to facilitate land and water conservation, and may include such areas as: proper drainage and erosion control, soil types, and watershed, stream, and stream bank protection.
- 5. Construction and maintenance of soil and water conservation projects-**These questions test for knowledge of the methods, procedures and equipment used for building and maintaining conservation projects and may include such areas as: runoff diversions; farm ponds; stream protection; and drainage and erosion control.
- 6. Nutrient management planning, including agricultural waste and barnyard runoff control-**These questions test for knowledge of the concepts and practical applications involved in the evaluation and planning of soil nutrient control programs and projects; and the design and construction of drainage structures and other measures used to treat and control water and waste from agricultural operations.
- 7. Understanding and interpreting charts, graphs, maps and tabular material-**These questions test for the ability to read and analyze visual and numerical information presented in maps, plans, and various types of graphic and tabular material, and to perform related basic computations. All the information needed to answer the questions will be provided in the maps, plans, charts, graphs, tables, or related written material.

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

ELIGIBLE LIST: A candidate's eligibility begins when his or her name is placed on the eligible list and continues for a minimum of one year.

SECTION 243-b Provides that any member of the armed forces of the United States who had duly filed an application to compete in a scheduled competitive examination, but was deprived of the opportunity to compete in a scheduled competitive examination due to active military duty be provided with a special military makeup examination.

SECTION 85a OF THE CIVIL SERVICE LAW: 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.

VETERAN CREDITS: For the purpose of claiming veteran credits on a Civil Service examination, an applicant must have served in the armed forces of the United States at any time during the following periods:

World War II – December 7, 1941 to and including December 31, 1946

Korean War – June 27, 1950 to and including January 31, 1955

Vietnam Conflict – February 28, 1961 until May 7, 1975

Lebanon – June 1, 1983 – December 1, 1987

Grenada – October 23, 1983 – November 21, 1983

Panama – December 20, 1989 – January 31, 1990

Persian Gulf – August 2, 1990 to the end of such hostilities (not yet determined)

- For hostilities in Lebanon, Grenada, and Panama, the individual **must** have received the Armed Forces, Navy, or Marine Corps expeditionary medal.
- Beginning January 1, 1998, the NYS Constitution allows members of the US Armed Forces who are on active duty (other than for training purposes) the right to request **extra War Time Veterans Credits** on civil service examinations prior to discharge.

If you are currently on active duty, you may request the addition of veteran's credits to your examinations score. You must request the extra credits on your examination application in the space provided. If you pass the examination, the credits will be added automatically. To use the extra credits at the time of appointment you must have received an honorable discharge, be a US citizen, and be a resident of New York State. The extra credits can only be used for one NY local Government permanent appointment.

SECTION 23.2: This entire 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 which deal with the rating of examinations will apply.

APPLICATIONS: You may get application forms by writing or down loading from our website at www.saratogacountyny.gov or phoning 518-885-2225 or by calling in person at the Saratoga County Personnel Department, 40 McMaster Street, Ballston Spa, NY 12020.

Time and place of the examination will be mailed to approved candidates one week before the date of the examination.