

# Civil Service Fact Sheet

## Saratoga County Personnel Department

40 McMaster Street  
Ballston Spa, NY 12020

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## 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 the filling of positions on the basis of competitive examination.

The Saratoga County Department of Personnel is responsible for hiring people who meet the requirements of merit and fitness as mandated by the Civil Service Law. The Department of Personnel oversees Civil Service hiring for all Saratoga County Departments, Towns, Villages, and School Districts, **excluding the cities of Saratoga Springs and Mechanicville and their respective school 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 Examination

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

<u>Title</u>	<u>Department</u>
Laborer	Highway
Cleaner	Buildings and Grounds

2. Job titles that require completion of a training program approved by the NYS Health Department; for example:

<u>Title</u>	<u>Department</u>
Home Health Aide	Public Health
Nursing Assistant	Maplewood Manor

3. Job titles requiring specific education and experience but no written examination; for example:

<u>Title</u>	<u>Department</u>
RPN	Public Health
LPN	Maplewood Manor

4. Some job titles are filled on a part-time basis; for example:

<u>Title</u>	<u>Department</u>
Public Health Nurse PT	Public Health
Typist PT	Various

5. A few positions are elected or appointed; for example:

<u>Title</u>	<u>Department</u>
County Treasurer	Treasurer's
Assistant District Attorney	District Attorney's Office

6. Job titles which have been reclassified under Section 55a of the Civil Service Law for an applicant certified by VESID (\*Vocational and Educational Services for Individuals with Disabilities). In this instance a required examination is waived.

### **How Do I Apply For Positions That Do Not Require a Civil Service Exam?**

Applications and job descriptions for positions that **do not** require an exam are available from the Personnel Department. Most positions have minimum qualifications. Candidates may complete and file an application for these titles at any time. Applications submitted to the Personnel Department are forwarded to the appropriate Department Head/Appointing Authority who chooses from qualified applications 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 in the local media, posted in public buildings, and are available from the Department of Personnel. Exam announcements contain important information about minimum qualifications, exam fee, exam scope (description), filling date, and test date. Unless otherwise stated on the exam announcement, applicants must be residents of New York State for 4 months immediately preceding the exam date.

## **Request for Exam Notification**

The Saratoga County Personnel Office maintains available job descriptions for all titles that require a Civil Service exam. Applications may **not** be filled for exam titles that are not yet scheduled for examination. Candidates should indicate all exam title(s) of interest to them. When a date is scheduled for the specified title, an announcement and application form may be sent to the candidate upon request.

## **Completing the Application**

Fully complete all information required on the application. 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. Applications cannot be e-mailed. Applications must be mailed or hand delivered to the Personnel Department at the address on the application and any applicable fee must be paid by the filing deadline.

## **Continuous Recruitment Exam Program**

This is a program of continuous testing for entrance-level positions. Candidates may file their applications and exam fee any time and will be tested when an exam is next scheduled. Continuous recruitment titles include: Typist, Account Clerk Typist, Custodian, and Public Health Nurse.

## **How Do I Get A Job With A Local School District, Town Or Village?**

The Department of Personnel oversees Civil Service hiring for the Towns, Villages, and School Districts in Saratoga County, **excluding the cities of Saratoga Springs and Mechanicville.**

If you are interested in a job that requires a Civil Service exam (for example: Typist), you should file to take a Civil Service exam through the Saratoga County Department of Personnel. If you are interested in a position which does not yet have a scheduled exam date (for example: Head Custodian), you should periodically check with the Department of Personnel.

If you are interested in a position that does not require an exam (for example: Food Service Helper, Teacher Aide, Cleaner, Bus Driver), you should apply directly to the School District and/or Village in which you seek employment. Teaching positions in the school districts are not under Civil Service. Each jurisdiction selects its own candidates for these positions.

## **What Happens After I Apply For A Test?**

Applications for scheduled exams are evaluated to insure the candidate meets the qualifications to take the exam. Approved applicants will receive an admission notice at

least one week prior to the test date with information on location, time, and other instructions. Applicants disapproved because they do not meet minimum qualifications will be notified by mail. The exam fee is **NOT** returned.

### **When Will I Recieve My Test Results?**

Test results are received from the Saratoga Civil Service Commission approximately three months after a test. You will be notified by mail of your score and placement on the 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, who chooses one of the three highest scoring applicants willing to accept the job. County eligible lists are used by all Saratoga County Departments, Towns, Villages, and School Districts **excluding the cities of Saratoga Springs and Mechanicville and their respective school districts**