

CAREER OPPORTUNITY



SARATOGA COUNTY DEPARTMENT OF HUMAN RESOURCES

ISSUED 11/21/2022

PLEASE POST CONSPICUOUSLY

SARATOGA COUNTY DEPARTMENT OF HUMAN RESOURCES ANNOUNCES
AN OPEN COMPETITIVE EXAMINATION FOR

AUTOMOTIVE PARTS TECHNICIAN

EXAMINATION #: 65-736

AUTOMOTIVE PARTS TECHNICIAN, Saratoga County. The results of this eligible list will be used to fill vacancies as they occur under the jurisdiction of the Saratoga County Human Resources Department.

SALARY: \$50,533 LAST DATE TO FILE: December 16, 2022 EXAM DATE: January 28, 2023

NOTICE: RELIGIOUS ACCOMMODATIONS -HANDICAPPED PERSONS: If special arrangements for testing are required, indication must be made 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 numbered examination for which you apply. The required fee must accompany your application. CHECK OR MONEY ORDER ONLY; made payable to: Saratoga County Treasurer's Office. This fee is NON-REFUNDABLE and there is a \$20 return check fee. 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. *Vague applications WILL NOT be interpreted in applicants favor*****

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, or if you are an honorably discharged Military Veteran (DD214). 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 Human Resources Office.

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for procuring and issuing most automotive/heavy equipment parts and materials used by the Department of Public Works. Timely placement and follow-up on purchase orders is an essential requirement of this position. This position is also required to do routine clerical and manual work involved with services provided by a stockroom in a public works department. Work is performed according to prescribed policies and procedures. Work is performed under general supervision of the General Highway Supervisor. The incumbent in this position may be assigned to drive various vehicles in the department as qualified and as needed. Does related work as required.

MINIMUM QUALIFICATIONS: Either...

A) Completion of a vocational trade school with concentration in automotive repair/technology and three (3) years of experience in storing, issuing or selling automotive parts and tools; **OR**

B) Graduation from high school or possession of a high school equivalency diploma (GED) and five (5) years of experience in automotive repair or in storing, issuing or selling automotive parts and tools.

SPECIAL REQUIREMENTS: Eligibility for a Commercial Drivers License issued by the New York State Department of Motor Vehicles. Possession of license at time of appointment.

THE WRITTEN TEST will be designed to evaluate knowledge, skills and/or abilities in the following areas:

Name and number checking. These questions test for the ability to distinguish between sets of words, letters, and/or numbers that are almost exactly alike. Material is usually presented in two or three columns, and you will have to determine how the entry in the first column compares with the entry in the second column and possibly the third. You will be instructed to mark your answers according to a designated code provided in the directions.

Arithmetic computation with calculator. These questions test for the ability to use a calculator to do basic computations. Questions will involve addition, subtraction, multiplication and division. You may also be asked to calculate averages, to use percents, and to round an answer to the nearest whole number. You should bring with you a hand-held battery- or solar-powered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone.

Automotive terminology and identification of automotive parts. These questions will test for, but will not necessarily be limited to, knowledge of common terms used in the automotive repair field, the ability to identify automotive parts in pictures or written descriptions, and the ability to use standard industry references to look up automotive parts.

Keeping simple inventory records. These questions test for the ability to follow instructions in keeping simple inventory records of different materials received and distributed from a central location. The ability to add, subtract, multiply, and divide will be required. You may have to compute total costs from quantities (number of units) and cost or price per unit. Knowledge of specific record keeping systems and techniques will not be needed.

Test guide: 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 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.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 or New York State government permanent appointment.

SECTION 23.2: This examination is prepared and rated in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules, and Regulations dealing with the preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

APPLICATIONS: Applications are available on our website: www.Saratogacountyny.gov, or in the Saratoga County Human Resources Office at 40 McMaster Street, Ballston Spa, NY 12020. **Time and place of the exam will be mailed to candidates approved for exam admission, one week to ten days prior to the date of the examination.**

If you require reasonable accommodation in completing this application, interviewing, completing any pre-employment testing, or otherwise participating in the employee selection process, please direct your inquires to the Human Resources Office.

Saratoga County is an equal opportunity employer. We are committed to fostering an inclusive environment where diversity is valued and recognized as a source of strength and enrichment. We seek to attract talented people from a diverse range of backgrounds and cultures, and encourage women, people of color, LGBTQ individuals, those with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply.