



SCHUYLER COUNTY CIVIL SERVICE DEPARTMENT

105 Ninth Street, Unit 21
Watkins Glen, NY 14891
(607) 535-8190 Fax: (607) 535-8193
E-Mail: civilservice@co.schuyler.ny.us

Lorry Johnson
Personnel Officer

Examination Open to the Public

Planner – Exam #62161

EXAM DATE: October 1, 2022

LAST DATE TO FILE: Applications must be received in the Civil Service office on or before **August 18, 2022 by 4:30pm.**

SALARY: \$50,578 – 69,545 dependent on experience with excellent benefit package ranging from \$10,780 - \$27,928 which includes: NYS Retirement; Health Insurance; option for Deferred Compensation, paid sick, personal, holiday, and vacation time. Information on Management benefits can be found at <http://www.schuylercounty.us/DocumentCenter/View/4349/Management-Confidential-Handbook-?bidId=>

HOW TO APPLY: Submit Civil Service application and diploma or transcripts (if diploma does not indicate field of study) to Schuyler County Civil Service, 105 Ninth St., Unit 21, Watkins Glen, NY 14891. Faxed and emailed applications will be accepted.

EXAM FEE: \$15.00 non-refundable application fee must accompany application, payable by cash, money order, or check made payable to the Schuyler County Treasurer. Please write the name and number of the examination on the check. Details concerning waiver of application fee are found in the “General Instructions.”

VACANCY: At the present time, there is one full time opening in the Schuyler County Planning Department. **A permanent appointment will be made from the eligible list that results from this examination.** The eligible list will also be used to fill any appropriate full-time and/or part-time vacancies as they occur in the future.

RESIDENCY REQUIREMENT: None

JOB DESCRIPTION: This is entry-level professional planning work involving responsibility for the performance of a variety of municipal, regional or community planning assignments. Planners may also serve as staff for advisory boards as assigned. The work delegated to employees in this class consists of professional assignments in keeping with the job level as well as the limited experience required of the incumbents. Within this job concept, however, assignments may increase in complexity and responsibility as employees increase in professional competence. The position will require attendance at night meetings. The work is performed under the general supervision of the Planning Director. Does related work as required.

MINIMUM QUALIFICATIONS: **Either:**

- A. Graduation from a regionally accredited or New York State registered college or university with a Master's degree in planning, architecture, landscape architecture, environmental studies, natural resources or closely related field; OR
- B. Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree in planning, architecture, geography, public administration, or a closely related field, AND two (2) years of full-time paid professional experience, or its part-time equivalent, in administering short and long range planning of land use, zoning, agricultural land preservation programs, infrastructure, development and subdivision in municipal, regional or urban planning; OR
- C. An equivalent combination of training and experience as defined by the limits of (1) and (2) above

SUBJECT OF EXAMINATION: A written test designed to evaluate knowledge, skills and /or abilities in the following areas: **Use of calculators is RECOMMENDED**

Understanding and interpreting written material

These questions test for the ability to understand and interpret written material. You will be presented with brief reading passages and will be asked questions about the passages. You should base your answers to the questions **only** on what is presented in the passages and **not** on what you may happen to know about the topic.

Sociological, economic, design and environmental factors involved in land use planning and community development

These questions test for knowledge of the fundamental concepts, design issues, terminology and practices utilized in the land use planning field, including how to best benefit the social, economic and environmental welfare of a community using appropriate planning principles.

Collection, analysis and presentation of data, including basic statistics

These questions test for knowledge of the proper procedures and methods used to gather, evaluate, organize, and utilize various types of technical data and information, and the fundamental concepts, terminology, and computations involved in statistical analysis.

Understanding and interpreting maps, charts and graphs

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.

Applications and announcements are available at www.schuylercounty.us
or the Schuylers County Civil Service Office
105 Ninth St., Unit 21, Watkins Glen, NY 14891 (607) 535-8190

Issue Date: July 18, 2022

SCHUYLER COUNTY CIVIL SERVICE—GENERAL INSTRUCTIONS FOR EXAMINATIONS

Application: An original application must be filed for each separate examination. Applications must be received by 4:30 p.m. on the last day to file. We do not make formal acknowledgement of the receipt of an application or take responsibility for non-delivery or postal delay. Submission of a résumé does not relieve you of the responsibility for completing all sections of the application. Answer every question; incomplete applications will be disapproved. Be sure to read the detailed announcement to determine whether or not you meet the announced requirements. No fee refund will be made to applicants who are disqualified or fail to appear for the examination. Notify this office if your address changes after applying as no attempt will be made to locate candidates who have moved. Download application and forms at web site www.schuylercounty.us.

Education: A copy of your diploma should be submitted if you qualify by possession of a degree. Transcripts should be submitted whenever the qualifications require a specific college major or specified number of credits.

Application Fee: Application fee of \$25 must be submitted with application. Pay by cash, money order or check made payable to Schuyler County Treasurer. Write exam name and number on check. **No refund will be made to applicants who are disqualified or fail to appear.** 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.

Application Fee Waiver: A waiver of examination fee will be allowed if you are unemployed and primarily responsible for the support of a household or if you are eligible for Medicaid, receiving Supplemental Security Income payments, 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 an "Application Fee Waiver Request and Certification" form and submit it with your application.

Application Review: Disqualified candidates will receive a letter and will have the opportunity to submit facts in opposition to disqualification. Approved candidates will receive an admission letter a week before the date of the exam telling when and where to appear for the examination. If you do not receive a letter within five days of the examination, call Civil Service at 607-535-8190. Falsification or material misstatements of any part of the application may result in disqualification from the exam or from permanent competitive appointment. Statements on the application may be verified after the examination is held. At that time those candidates not meeting the requirements will be disqualified.

Residency: Candidates must be legal residents of Schuyler County or one of the contiguous counties (Yates, Seneca, Steuben, Chemung, or Tompkins) for at least one month immediately preceding the examination date. For some examinations, residency may be waived. Additionally, some exams may be open to Schuyler County residents only. Under Section 23-4a of Civil Service Law, a municipality may request a certification of eligible candidates who have been residents of that municipality for at least one month prior to certification.

Multiple Examinations: Qualified candidates may take a combination of examinations being given on the same date. The time limit for any combination or series of examinations cannot exceed eight (8) hours.

Crossfiling - Multiple Examinations Scheduled For The Same Day: If you have applied for any other civil service examinations to be given on the same test date by New York State or any other local government jurisdiction, you must make arrangements to take all the examinations at one test site. (1) If you have applied for both State and local government examinations, you must make arrangements to take all your examinations at the State examination center by calling toll free at 1-877-697-5627 (press 2, then press 1), no later than two weeks before the test date. (2) If you have applied for examination with another local civil service agency, submit a crossfiling form with each agency to make arrangements no later than two weeks before the date of the examinations; indicate the test site at which you wish to take your examination.

Eligible Lists: Unless otherwise noted, the final rank order of the eligible list established as a result of this exam will be determined on the basis of the scores received on the written test, plus veterans and seniority credits where appropriate. The resulting eligible list for this examination will not be less than one year but no more than four years. Appointment from an eligible list must be made from the top three candidates willing to accept the appointment. Eligible lists are used to fill competitive positions in Schuyler County municipalities.

Rating: This examination is announced and will be rated 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 of exams will apply to this examination.

Veterans/Military: Veterans or disabled veterans who wish to claim additional credit must submit a copy of their DD-214 and supporting paperwork before the eligible list is established. The requirements set by NYS for these credits must be met. Military Service members on active duty on the exam date may request a military make-up examination.

Children of Firefighters and Police Officers Killed in the Line of Duty: 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. You must inform this office when you submit your application and must also submit documentation before the eligible list is established.

Alternate Test Date for Religious Observers: Most tests are held on Saturdays. If the test date conflicts with a religious observance or practice, check the box on the application. Arrangements will be made for an alternate test date, usually the following Monday.

Disabled Persons: If special accommodations for testing are required, please indicate in writing the disability and desired conditions necessary to accommodate your disability by the last filing date of the exam.

Background Investigation: Candidates may be required to pass a pre-employment drug test and/or undergo a State and national criminal history background investigation, including a fingerprint check, to determine suitability for appointment.

NYS Civil Service Test Guides for certain exams and *How to Take a Written Test* are at <http://www.cs.state.ny.us/testing/localtestguides.cfm>.

This examination may be rescheduled if there is a weather emergency. Listen to radio station WFLR for information and check the Civil Service website at <http://www.schuylercounty.us/119/Civil-Service>