

**BEFORE APPLYING FOR THIS EXAM,
PLEASE READ THIS IMPORTANT INFORMATION:**

**APPLICATIONS WILL NOT BE ACCEPTED AFTER
CLOSE OF BUSINESS ON THE APPLICATION DEADLINE.**

The application review fee is **NON-REFUNDABLE**. You will **NOT** receive a refund if your application is disapproved.

HOW TO APPLY FOR THIS EXAM:

STEP 1: **Read this exam announcement thoroughly.** You must compare your qualifications carefully against the MINIMUM QUALIFICATIONS listed on this announcement. Apply only for those exams for which you are clearly qualified. It is your responsibility as an applicant to determine whether you meet the qualifications.

STEP 2: **Submit a Civil Service application.** Go to: mycivilservice.cayugacounty.us/exams and click on the "APPLY" button next to the title of the exam for which you are applying. Your application must show that you meet the minimum qualifications. All experience required to meet the qualifications must be paid, full-time experience (unless otherwise noted).

STEP 3: **Submit the application review fee.** We accept credit cards, checks, money orders, or cash. If paying with a check or money order, make payable to CAYUGA COUNTY. If paying with a credit card, please note that there will be a \$3.00 service fee.

AFTER YOU APPLY:

Approximately **5 DAYS before the exam date**, approved candidates will receive an Admission Notice which will specify the exam time and location. (Disapproved candidates will receive a letter stating reason for disapproval.) If you do not receive an Admission Notice within 3 DAYS of the exam date, contact our office at 315-253-1284.

CELL PHONE POLICY: Cell phones, "Fitbits", smart watches, and all electronic or cellular devices are **NOT** allowed inside the building where the exam is held. Please leave these devices in your vehicle when you attend an exam. A violation of this policy may result in your disqualification.



Cayuga County Department of Human Resources and Civil Service Commission

County Office Building, 2nd Floor
160 Genesee Street
Auburn, NY 13021

Phone: (315) 253-1284

Email: civilservice@cayugacounty.us

Website: cayugacounty.us/civilservice

Fax: (315) 253-1084

CIVIL SERVICE EXAM (Open to the Public)

The eligible list established as a result of this exam will be used to fill vacancies as they occur on the AUBURN and FULTON campuses of CAYUGA COMMUNITY COLLEGE and any other Cayuga County Civil Service Commission jurisdiction where the title may exist.

CUSTODIAN

Exam to be held on: [Saturday, June 22, 2019](#)

Exam Number

OC# 20193

Application Review Fee

\$15 (non-refundable)*

Application Deadline

**Wed., May 22, 2019
(By 5:00 p.m.)**

* All application review fees are NON-REFUNDABLE. It is your responsibility as an applicant to determine whether you meet the minimum qualifications listed. You will not receive a refund if your application is disapproved.

APPLICATIONS WILL NOT BE ACCEPTED AFTER CLOSE OF BUSINESS ON THE APPLICATION DEADLINE.

MINIMUM QUALIFICATIONS: *(Candidates must meet the following requirements in order to take the exam.)*

- One (1) year of experience in building cleaning and minor maintenance activities.

SPECIAL REQUIREMENTS: If the position requires the operation of a motor vehicle, the following special requirements apply:

- Eligibility for an appropriate level New York State Driver's License at time of application
- Possession of the license at time of appointment

SUBJECTS OF EXAMINATION: A **WRITTEN TEST** designed to evaluate knowledge, skills and/or abilities in the following areas:
(45 Questions - 2 Hours)

- CLEANING TOOLS AND THEIR USES:** These questions test your knowledge of various cleaning tools and equipment commonly used by janitors and custodians on the job. You are shown drawings of various tools and equipment. You will be required to recognize the tools and know their proper uses in order to answer the questions correctly.
- TOOLS USED FOR MINOR MAINTENANCE AND REPAIR:** These questions test your knowledge of various tools and equipment. You are shown drawings of tools and equipment used in minor mechanical, electrical, plumbing and carpentry repair. You will be required to recognize the tools and know their proper uses in order to answer the questions correctly.
- HEALTH AND SAFETY ISSUES IN CUSTODIAL WORK:** These questions test your knowledge of basic proper safety and health practices in areas of cleaning, building operation and maintenance and other areas relevant to custodians and janitors at the entrance level. You are presented with drawings showing situations of health and safety, which can be found in the work area. You are required to recognize any unhealthy, unsafe, or otherwise hazardous conditions and know how to correct them in order to answer the questions.

STUDY GUIDE: A study guide for this title is available online. Go to: <http://www.cs.ny.gov/testing/localtestguides.cfm> and click on the test guide entitled **Custodians and Janitors Series, Entry-Level.**

CALCULATORS ARE PERMITTED. Candidates are permitted to use quiet, hand-held, solar or battery-powered calculators. Devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries, or any similar devices are prohibited.

SALARY: Salary varies in jurisdictions where the title exists.

VACANCIES: The eligible list established as a result of this exam will be used to fill vacancies as they occur **on the AUBURN and FULTON campuses of CAYUGA COMMUNITY COLLEGE** and in any Cayuga County Civil Service Commission jurisdiction where the title may exist.

RESIDENCY: **Candidates must be legal residents of NYS for at least 30 days immediately preceding the date of the written test.** The eligible list will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under Section 23-4a of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least 30 days prior to appointment. After the names of residents have been exhausted, Cayuga County must then certify the names of non-residents on the list.

DISTINGUISHING FEATURES OF THE CLASS: Performs routine building cleaning and occasional minor maintenance tasks. Does related work as required. This is routine and repetitive manual work calling for the efficient and economical performance of building cleaning and occasional minor maintenance tasks. Cleaning and maintenance tasks are performed according to a well-established routine. An incumbent may be responsible for the cleanliness and minor maintenance in a small school building or work under supervision of a higher ranking employee at a larger school. Supervision may be exercised over the work of Cleaners or other subordinate staff.

REVIEWS AND APPEALS: Because the answer keys for decentralized **written** test materials have been approved in advance by the NYS Civil Service Commission, **no reviews** of written test materials or answer records will be permitted, nor will any appeals be accepted. However, at the request of a candidate, our office will verify the accuracy of the written test score and notify the candidate in writing.

CAYUGA COUNTY JURISDICTIONS: The Cayuga County Civil Service Commission jurisdiction consists of 35 County Departments; 6 County School Districts (Cato-Meridian, Moravia, Port Byron, Southern Cayuga, Union Springs, and Weedsport); Cayuga-Onondaga BOCES; Cayuga Community College; Cayuga County Soil and Water Conservation District; Cayuga County Water and Sewer Authority; Seymour Public Library District; 23 Towns; and 9 Villages.

VETERAN'S CREDIT: If you are a War-Time Veteran, or if you are currently in the United States Armed Forces, you may be eligible to have extra credits added to your passing exam score. **However, it is your responsibility to submit the appropriate Veteran's Credit form(s) on or before the date of the examination.** Download at: cayugacounty.us/jobs. In addition to the Veteran's Credit form(s), you must include a copy of your discharge papers (DD-214). The time periods for which veteran's credit is permitted are listed on the Veteran's Credit Application.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES: Per Chapter 180 of the Laws of 2000, and by regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADDITIONAL CREDITS ALLOWED 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. 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.

BACKGROUND INVESTIGATION: Applicants may be required to undergo a state and national criminal history background investigation, which will include a fingerprint check (applicant must pay fee), to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

PRE-EMPLOYMENT DRUG TESTING: Candidates may be subject to pre-employment drug testing as a condition of employment with Cayuga County.

CROSS-FILING INSTRUCTIONS:

LOCAL-TO-LOCAL: If you have applied for other local government exams, call or write to each civil service agency to make arrangements no later than **two weeks** before the date of the exams. You must notify all local government civil service agencies with whom you have filed an application of the test site at which you wish to take your exams.

LOCAL-TO-STATE: If you have applied for both State and local government exams, you must notify the local civil service agency(ies) of your intent to take both a State and a local government exam. When taking both a State and a local government exam, you will be required to take all of your exams at a State examination center. You will be advised by letter when and where to report for your exams.

SECTION 23.2: This exam will be prepared and rated in accordance with Section 23.2 of the Civil Service Law. The provisions of the NYS Civil Service Law, Rules & Regulations dealing with the preparation and rating of exams will apply to this exam.

APPLICATION FEE WAIVER: An application fee waiver will be allowed if you are unemployed and primarily responsible for the support of a household, or 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 receiving foster care, or 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, complete a waiver request form and submit it with your application on or before the application deadline listed on this announcement. Download at: cayugacounty.us/jobs.

THE FOLLOWING APPLIES TO RELIGIOUS OBSERVERS / CANDIDATES WITH DISABILITIES / MILITARY SERVICE MEMBERS:

Applicants whose religious beliefs or military service prevent their taking exams on scheduled dates, and candidates with disabilities who require special accommodations to take the test, should indicate the need for special arrangements on their application. **Military Service Members:** If you apply for an exam during the filing period but are on active military duty on the exam date, you may request a military makeup exam. If you are on active duty or discharged after the filing period has begun, you may apply for the exam up to ten days before the exam date.

ELIGIBLE LIST: The duration of an eligible list may be fixed for minimum period of 1 and not more than 4 years. Appointment from an eligible list must be made from the top 3 candidates willing to accept appointment.

CHANGE OF ADDRESS: If you move, it is your responsibility to notify the Civil Service Office of your new address. The Commission makes no attempt to find candidates who have moved. Failure to notify the Commission of a move could result in being passed over for appointment.

WEATHER EMERGENCY / EXAM CANCELLATION: Listen to your local TV/Radio stations for information.

TV Stations: WSTM (Channel 3), WSYR (Channel 9).

Radio Stations: WNYR (98.5), WFLK (99.3), WFSW (1110), WGVA (1240), WCGR (1550), WAUB (1590).