

## **INSTRUCTIONS**

- 1. Read this exam announcement thoroughly.** You are urged to compare your qualifications carefully with the requirements listed in the MINIMUM QUALIFICATIONS section, and file only for those examinations for which you are clearly qualified.
- 2. Complete a Civil Service application.** Your application must show that you meet the minimum qualifications, as no refunds will be given if your application is disapproved. (All experience required to meet the minimum qualifications is paid, full-time experience unless otherwise noted.)
- 3. Submit your application and fee (or fee waiver, if eligible).** Send to Cayuga County Civil Service Commission, 160 Genesee St., 2<sup>nd</sup> Floor, Auburn, NY 13021, on or before the last filing date. **(Mailed applications must be postmarked by the last filing date.)** Make the check or money order payable to CAYUGA COUNTY, and include the Examination Number(s). Do not send cash. If applying for more than one Cayuga County exam, you must submit a separate application for each exam, as well as the application fee required for each exam. **No refunds will be given if you fail to appear for the exam.**

**Approved candidates will receive an Admission Notice approximately 10 days before the exam date, listing the date, time, and place of the exam.** (Disapproved candidates will receive a letter stating why they were disapproved.) If you do not receive an Admission Notice within 3 days of the exam date, contact the Civil Service office at **315-253-1284**. The Cayuga County Civil Service Commission does not make formal acknowledgment of the receipt of an application, nor take responsibility for non-delivery of mail or postal delay.

**Commissioners**  
Peter R. Stephenson, Chairman  
Ronald J. Oughterson  
Bruce D. Sherman

**Human Resources Administrator**  
Jennifer L. Marshall

**Deputy Human Resources Administrator**  
Barbara L. Coleman

# CAYUGA COUNTY



## Department of Human Resources and Civil Service Commission

County Office Building, 2<sup>nd</sup> Floor  
160 Genesee Street  
Auburn, NY 13021

**Phone**  
(315) 253-1284

**Fax**  
(315) 253-1084

**e-mail**  
civilservice@cayugacounty.us

**website**  
www.cayugacounty.us/civilservice

**PLEASE POST THIS ANNOUNCEMENT CONSPICUOUSLY  
(REMOVE ONE DAY AFTER "LAST FILING DATE")**

To download this announcement and the Cayuga County application, visit our website: [www.cayugacounty.us/civilservice](http://www.cayugacounty.us/civilservice)

**TO APPLY FOR THIS EXAM: SEE INSTRUCTIONS ON BACK PAGE.**

### School Lunch Cashier

**Examination No.:** OC# 67747 (Open to the Public)  
**Examination Date:** September 10, 2011 (Saturday)  
**Last Filing Date:** August 3, 2011 (Wednesday) (Applications will NOT be accepted after this date!)  
**Application Fee:** \$ 15.00 (NON-REFUNDABLE)

**SALARY:** Varies at school districts.

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

**RESIDENCY:** Candidates must have been 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.

**MINIMUM QUALIFICATIONS** (Candidates must meet the following requirements):  
- Graduation from high school or possession of a high school equivalency diploma.

**ANTICIPATED ELIGIBILITY (EDUCATION):** If you expect to complete the educational requirement by **March 10, 2012**, you can be admitted to this examination. If successful on the examination, you will not be certified for appointment until you have submitted proof of completion of the requirements to the Cayuga County Civil Service Commission. Proof must be submitted by **May 10, 2012**. Failure to do so will result in removal of your name from the eligible list.

**EVALUATION OF FOREIGN POST-SECONDARY EDUCATION:** Your degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the NYS Education Dept. as following acceptable educational practices. **NOTE:** If your degree and/or college credit was awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. You can write to this Department for a list of acceptable companies providing this service; you must pay the required evaluation fee.

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

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Collects payments for student lunches;  
Supervises the collection of cash from all school lunch sales;  
Sorts and rolls money;  
Prepares itemized deposits slips and deposits receipts;  
Records cash receipts and balances cash book;  
Prepares bank reconciliations;  
Compiles periodic reports of transactions;  
May operate cash register or computer terminal;  
May be required to assist with the preparation and serving of food;  
May be required to assist teachers in supervising recreation and lunch period.

**SUBJECTS OF EXAMINATION:** A **WRITTEN TEST** designed to evaluate knowledge, skills and/or abilities in the following areas:

- 1. Cashiering Principles and Practices:** These questions are designed to test for an understanding of such things as proper cashiering practices; terminology; and cashiering issues pertaining to currency, checks and other negotiable instruments.
- 2. Handling Money:** These questions test for the ability to count money and make change correctly. Pictures of money will be used to simulate the transactions.
- 3. 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.
- 4. Understanding and interpreting written material:** These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.

**STUDY 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 "How to take a written test" helpful in preparing for this test. This publication is available on line at: [www.cs.state.ny.us/testing/localtestguides.cfm](http://www.cs.state.ny.us/testing/localtestguides.cfm)

**USE OF CALCULATORS:** 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. You may **not** bring books or other reference materials. You may **not** bring cellular phones, beepers, pagers or headphones.

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**STANDARD INFORMATION**

**JURISDICTION:** The Cayuga County Civil Service Commission handles personnel transactions for 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.

**SECTION 23.2:** This exam is being prepared and rated by the NYS Dept. of Civil Service in accordance with Section 23.2 of the Civil Service Law. The provisions of the NYS Civil Service Rules, Regulations dealing with the rating of examinations will apply to this examination.

**APPLICATION FEE WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. A waiver of application fee will also 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.** To obtain a copy of the Application Fee Waiver and Certification Form you may go our website: [www.co.cayuga.ny.us/civilservice](http://www.co.cayuga.ny.us/civilservice) Click on Application for Employment. Click on Application Fee Waiver Request Form. **OR** you may call/write: Cayuga County Dept. of Human Resources and Civil Service Commission, County Office Building, 2<sup>nd</sup> Floor, 160 Genesee Street, Auburn, NY 13021. Telephone: **315-253-1284**.

**RELIGIOUS ACCOMMODATION/DISABLED CANDIDATES/MILITARY MEMBERS:**

Applicants whose religious beliefs or military service prevent their taking examinations on the scheduled date and disabled candidates 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 examination during the filing period but are on active military duty on the date the examination is scheduled, you may request a military makeup examination. Contact the Cayuga County Dept. of Human Resources and Civil Service Commission for more information. If you are on active duty or discharged after the filing period has begun, you may apply for the examination up to ten days before the test date.

**VETERAN PREFERENCE:** If you are a War-Time Veteran, or if you are currently in the United States Armed Forces, you are 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.** You may request these forms by calling **(315) 253-1284**, or download from our website at: [cayugacounty.us/civilservice/ccapp](http://cayugacounty.us/civilservice/ccapp). 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 NOTICE TO ACTIVE DUTY MEMBERS OF THE ARMED FORCES:** Beginning 1/1/98, the NYS Constitution allows members of the US Armed Forces who are on active duty the right to request extra War Time Veterans credits on civil service examinations. You must request them in the space provided on the examination 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.

**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.

**PHOTO/SIGNATURE I.D. REQUIRED:** At time of admission, candidates will be required to bring to the examination positive identification such as a driver's license, passport, or student identification which contains a photo and your signature.

**CROSS-FILING (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 for employment with New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all the examinations at one test site.

- 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 **(518) 474-6470 in the Albany area or toll free at 1-877-697-5627 [press 2, then press 1], no later than two weeks before the test date.**

- If you have applied for another local government examination with **another local civil service agency**, call or write to each civil service agency to make arrangements. You must make your request for these arrangements no later than **two weeks** before the date of the examinations. 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 examination.

- Attach a **CROSS-FILING FORM** to your Cayuga County Civil Service Application. Request this form by calling **(315) 253-1284**, or download at: <http://co.cayuga.ny.us/civilservice/ccapp>

**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), WALL (99.3), WSWF (1110), WGVA (1240), WCGR (1550), WAUB (1590).