

WAYNE COUNTY
HUMAN RESOURCE DEPARTMENT
26 Church Street * Lyons, New York 14489
Telephone: (315)946-7483 Facsimile: (315)946-7488 Web: www.co.wayne.ny.us

**ANNOUNCING AN OPEN COMPETITIVE EXAMINATION FOR
TAX MAP TECHNICIAN # 69-987 O.C.**

EXAMINATION TO BE HELD : OCTOBER 16, 2010

APPLICATIONS ACCEPTED UP TO: SEPTEMBER 13, 2010

\$10.00 FILING FEE MUST BE SUBMITTED WITH COMPLETED APPLICATION

The eligible list will be used to fill vacancies in the Wayne County Real Property Tax Service Department.

2010 hourly rate: \$20.37

DUTIES: Technical position involving responsibility for the accurate plotting and mapping of changes in property lines on a tax map and preparation for correction of associated computer records.

MINIMUM QUALIFICATIONS: Either

- a) Graduation from a regionally accredited or New York State registered two year college with an associate degree in engineering or architectural technology; or
- b) Completion of two years of a regionally accredited or NYS registered college course leading to a bachelor's degree in engineering or architecture; or
- c) Graduation from high school or possession of a high school equivalency diploma and two years of experience in surveying, drafting or subprofessional engineering work involving drafting.

SUBJECT OF EXAMINATION: Written exam designed to test for knowledge, skills and abilities in such areas as:

1. **Drafting techniques, terminology and instruments.** These questions test for knowledge of the practices, techniques and symbols used to create drawings, maps, plans and graphic presentations using typical drawing and drafting instruments.
2. **Interpretation of maps, charts, graphs and tables.** These questions test for the ability to read and analyze visual and numerical information presented in topographic maps, site plans and various types of graphic and tabular presentations, and to perform related simple computations. All the information needed to answer the questions will be provided in the maps, plans, graphs, charts, tables or related written material.
3. **Arithmetic computations, including basic geometric figures.** These questions test for the ability to perform simple mathematical calculations and may include problems involving addition, subtraction, multiplication, division, fractions, decimals, percentages, areas and simple geometric figures.
4. **Deed descriptions and legal documents related to real property.** These questions test for the ability to read, analyze, and perform computations based on real property deeds, tax maps and survey maps, and for knowledge of the basic terminology and legal requirements presented in real property deeds and documents.
5. **Computer-assisted mapping, including basic geographic information system (GIS) applications.** These questions test for knowledge of the basic concepts, terminology and proper procedures to use when creating revising various types of maps and site plans utilizing GIS and computerized mapping software.
6. **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.

NOTE: A CALCULATOR IS RECOMMENDED FOR THIS EXAMINATION

Issued 7/1/10

AN EQUAL OPPORTUNITY EMPLOYER

Please see reverse side for important information

IMPORTANT INFORMATION

- **RESIDENCY:** Candidates must be legal residents of Wayne County for at least ONE month immediately preceding the date of the examination. For some examinations, residency may be waived where recruitment is difficult. 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, Wayne County must then certify the names of non-residents on the list.
- **APPLICATION:** Applications are available from the **Wayne County Civil Service Personnel Office**, 26 Church Street, Lyons, NY 14489, Monday-Friday 9:00 a.m. - 5:00 p.m. **WEB SITE IS NOW AVAILABLE co.wayne.ny.us you may download application and review current positions/exam announcements.** The candidate MUST complete and submit an Application for Examination for each examination they wish to apply for. Falsification of any part of the Application will result in disqualification. Applicants must complete every question on the application form. Incomplete applications will be disapproved. **Submission of a resume** does not relieve you of the responsibility for completing all sections of the official application. The resume is a supplement of the application and not a substitute for it. To receive credit for experience on a job, basic information such as address, name, title of supervisor, hours in a work week, final salary, etc. Must be shown on the application. We do not make any formal acknowledgement of the receipt of an application or take responsibility for non-delivery of mail or postal delay.
- **APPLICATION FILING FEE:** A non-refundable filing fee must be submitted for each separately numbered examination for which you apply. Send check or money order payable to Wayne County, write the examination number on your check/money order. Cash will be accepted if returning application in person. ***AS NO REFUNDS WILL BE MADE, YOU ARE URGED TO CHECK THE MINIMUM QUALIFICATIONS CAREFULLY.***
- **APPLICATION FEE WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of 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. 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. The form is available on our web site co.wayne.ny.us
- **SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICT:** 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 as involving direct contact with students, a clearance for employment from the State Education Department is required.
- **FINGERPRINTING:** Background checks may be required to determine suitability for employment for all positions.
- **ADMISSION LETTER:** Approved candidates will receive an "Admission Letter" by mail at least 10 days before the exam date stating - Place, date and time of the exam. Candidates will not be admitted to the exam unless they have an "Admission Letter". If you do not receive an admission letter at least 10 days prior to the examination please call the Personnel Office at (315)946-7483. Disqualified candidates will be sent a notice of disqualification.
- **CROSS FILERS AND MULTIPLE COUNTY EXAMS:** 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 518-457-7022. If you have applied for other local government examinations, 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 examination. You must notify all local government agencies with whom you have filed and application of the test site at which you wish to take your examination.
- **DECENTRALIZED RETEST POLICY:** A candidate may not be tested more often than once every six months in the same exam series. Candidates may not be tested more than once with the same form of test booklet. The waiting period for retest applies whether the candidate passed or failed.
- **RELIGIOUS OBSERVERS - DISABLED PERSONS - ACTIVE MILITARY MEMBER:** If you need special arrangements to take this examination because of Religious Observer, Active Military Duty, or a Disabled Person and need special accommodations in order to participate in the examination, you must notify the Personnel Office on or before the last filing date of the examination. The request must be in writing and should describe the accommodations you need. Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, check the box under "Religious Accommodations." We will make arrangements for you to take the test on a different date (usually the following Monday).
- **VETERANS' PREFERENCE:** Veterans or Disabled Veterans who have served on active duty during the creditable periods of war will be eligible for veterans credits (Dates are on the back of Civil Service Application). If you desire to claim additional credits you may make application for such additional credit on the back of the application and **MUST SUBMIT A CERTIFIED COPY OF YOUR DD-214**. In order to be considered for veteran credits, the proper forms **MUST** be submitted to the Personnel Office before the eligible list is established. Veteran credits will only be added to a passing score of 70 or higher.
- **ELIGIBLE LISTS:** The duration of an eligible list may be fixed for a minimum period of one and not more than four years. Appointment from an eligible list must be made from the top three candidates' will to accept appointment. **DECENTRALIZED EXAMS:** The Personnel Office reserves the right to terminate the special recruitment program at any time for decentralized examinations and re-establish a program of periodic testing for decentralized examinations.
- **USE OF CALCULATORS:** Unless otherwise specified on the examination announcement, candidates are permitted to use quiet hand held solar/battery powered calculators. Devices with typewriter keyboards, spell check, address books, language translators, dictionaries or similar devices are prohibited. You may not bring cellular phones, beepers, pagers, or headphones.
- **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.
- **PREPARATION & RATING OF EXAM:** This examination is being 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 will apply to this examination.
- **PROMOTIONAL EXAMINATIONS: SENIORITY POINTS** will be added to an eligible score as follows: 0.2 points for each year based on the length of continuous competitive class service in the appointing jurisdiction up to a maximum of twenty years.