

- Evaluation of Training and Experience
- Performance Test
- Probationary Period
- Interview
- Physical Agility

Dutchess County's Civil Service Examinations are usually administered on Saturdays, and typically held at Dutchess Community College or in local school districts. Continuous recruitment exams and certain decentralized exams are held on weekdays at the Department of Human Resources. Please refer to the exam announcement.

After the Written Examination

Some examination questions are open to pre-rating review on the Saturday after the test is held. Opportunity to take part in the pre-rating review must be requested at the test site when you finish your examination. You may be able to see certain questions and answers, but not your answer sheet. This is the forum in which to challenge what you may consider to be inappropriate questions and/or answers.

Approximately 3 to 6 months from the date you sit for the written examination (depending on the type of examination, number of applicants, etc.), you will be sent written notification of your score, and standing on the eligible list.

After you receive your score, depending on your standing, you may request a computational review in which you will be able to review a copy of your answer sheet and the final answer key, but not the test questions.

Certification and Canvassing

When a vacancy occurs, an appointing authority requests a Certification of Eligibles drawn from the names on the eligible list. A canvass is then undertaken to determine the names of the three highest scoring candidates who are willing to accept the position.

If you are one of the top ranking eligibles, and not appointed to a position, you will either maintain your place or move up on the eligible list as vacancies are filled. Your name will be certified as positions become available, in accordance with Civil Service Law.

If there are fewer than 3 candidates willing to accept the employment offer, the appointing authority *may* use the list. However, he or she is not required to do so, and a provisional appointment may be made instead. If this is the case, then a new examination must be ordered.

A new exam may also be held at any time during the life of an eligible list. It is the responsibility of the candidate on the existing eligible list to stay abreast of the exam schedule and to participate in any newly scheduled examination. Typically, establishment of a new list results in the expiration of the old one.

Probationary Period

The probationary period is the time when new employees must prove themselves capable of doing the job for which they were hired. A probationary term of not less than eight (8) nor more than twenty-six (26) weeks, as extended by absences, commences upon a permanent appointment to most titles from an open-competitive eligible list. (Probationary term for Police Officers and Deputy Sheriffs shall be for not less than eight [8] nor more than fifty-two [52] weeks.) Successful completion of the probationary period is the final step in the selection process.

This information is provided to you by the

County of Dutchess

Marcus J. Molinaro

County Executive

Department of Human Resources

Steven J. Rector

Commissioner

Diane Hayden

Deputy Commissioner

Department of Human Resources

22 Market Street

Poughkeepsie, NY 12601

www.dutchessny.gov

Exams Hotline (845) 486-2167

DUTCHESS COUNTY

CIVIL SERVICE EXAMINATIONS



Marcus Molinaro *County Executive*

Department of Human Resources
22 Market Street
Poughkeepsie NY 12601

Steven J. Rector
Commissioner

Diane Hayden
Deputy Commissioner

TEL: (845) 486-2169 FAX: (845) 486-2186

Visit us on the web at:
www.dutchessny.gov

The Dutchess County Department of Human Resources

The Dutchess County Department of Human Resources administers an employment system in which recruitment, selection and advancement is based upon merit, as determined by performance on civil service examinations. The primary goal of this merit system is the fair and consistent measurement of job-related knowledge, skills and abilities of each candidate; regardless of race, color, religion, sex, national origin, age, disability, military or veteran status, sexual orientation, or any other protected characteristic or conduct in accordance with applicable federal, state and local laws.

This brochure has been developed to provide a basic understanding of the process utilized in filling competitive class vacancies under the jurisdiction of Dutchess County's Commissioner of Human Resources. Such positions include those of the various departments, agencies and offices of Dutchess County Government, as well as in its Community College, &WLVHTowns, Villages, School Districts, DQG6SHFLDOLVWULFWV

What follows briefly outlines the Civil Service Examination process in Dutchess County.

The Examination Announcement

Examination Announcements contain all necessary information related to recruitment to the title, the examination, and the application process so that potential candidates have sufficient knowledge to make informed decisions. These announcements are the primary tool in recruitment for competitive class positions.

Exam Announcements are available from the Dutchess County Department of Human Resources' office, as well as from the offices of many other County Departments and from offices of many of the County's Cities, Towns, Villages, School Districts, Public Libraries, Post Offices, 6SHFLDOLVWULFWV Examination Announcements may also be found on the County website under the Civil Service ([DP DQG -RE 2SSRUW&LWLHWebpage: www.dutchessny.gov/jobs.

lead both sides of the Examination Announcement. The front of the announcement presents critically important information, such as the title of the examination, the examination date, filing information LQFO&LQJ W&K ODVW GDWH DSSOLF&WLRQV ZOO EH DF&F&S W&H&G DSSOLF&WLRQ SURFHVV&LQJ IHHV PLQLP&R T&OLIF&WLRQ& W&SHDQ&GVFRSHRIWHVW&VREHDG&PLQLVW&H&GVDODU&DG DGHV&FUL&SWLR&QR&I&W&MRE&7&MED&FN&RI&W&K&DQ&QR&F&H&P&H&Q&W

presents General Information that typically relates to competitive exams conducted by the Dutchess County Department of Human Resources.

Occasionally, examination information is available through social media, newspapers, and radio stations.

The Application

BQLGDWHV DH H&RXD&G WR DSSO&RU HPPLQ&WLRQ R&WLP&H X&V&L&Q&V X&WF&K&V&V B&X&W&L B&YLO 6H&M&L&F&H :HE \$SOLF&D&WLRQ 6V&W&H&P

Applications for Examination/Employment LV DOVR available from the Department of Human Resources, as well as Libraries, School Districts, Cities, Towns and Villages.

Please review our site for current listings at www.dutchessny.gov/jobs, where you may apply on-line or print an application to be completed and mailed.

Application-processing fees are non-refundable. 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.

Read the application form very carefully, and be sure to fill out every section that applies. A fully completed application makes it easier to evaluate your qualifications, and reduces the likelihood of disqualification for technical reasons. You may attach a resume, but you must still *complete the entire application*.

Your application will be reviewed to ensure that your work experience and educational background meet the minimum requirements for the position. It is of critical importance that you provide the number of hours worked per week in your various employments. It is also critical that you present both the month and year your various employments began and the month and year your various employments ended. If an employment is ongoing, clearly note that fact.

Individuals with disabilities and others requiring special testing accommodations or need for an alternate test date due to a conflict with a sincerely held religious observance or practice, military obligation, etc., should inform the Department of Human Resources as early in the process as possible. Applicants who are cross-filing for examinations with other jurisdictions, including the New York State Department of Civil Service, should advise this Department as soon as possible or no later

than (2) weeks before the exam date by filling out a cross filer form which may be downloaded at www.dutchessny.gov/dcpersonnel.

Examination Preparation

For some examinations the New York State Department of Civil Service has made study guides available, and such may be accessed by selecting "Study Guides" under the column heading of "Frequently Asked Questions" at the bottom of our webpage: <https://cseany.org/test-prep> Other potentially helpful booklets, such as "How to Take a Written Test" and "Questions and Answers about Municipal Civil Service Exams", may also be found on the "Study Guides" CSEA webpage.

When preparing for any examination, the most important document is the examination announcement itself. The "Subjects of Examination" section contains information about the test type and content. You should focus your preparation on those areas described in this portion of the announcement.

Applicants whose candidacies have been approved will be notified by letter about one (1) week prior to the exam date as to when and where to appear for the examination.

Please be aware that there are multiple areas to find test preparation materials. Dutchess County does not endorse any other examination preparation materials except those published by the New York State Department of Civil Service. However, other resources may be found at most libraries and bookstores.

The Examination

Civil Service Examinations administered by the Dutchess County Department of Human Resources are designed specifically for each job title. Examinations may include (but are not limited to) any combination of the following components:

- Application Review
- Review for Minimum Requirements
- Supplemental Questionnaire
- Multiple Choice/Written Test