

**Issue Date: 8/11/2017**

Franklin County Personnel Department Announces

**OPEN COMPETITIVE EXAMINATION for  
MOTOR VEHICLE CASHIER/EXAMINER #64-011**

**TESTING LOCATION: FRANKLIN COUNTY COURT HOUSE**

**EXAMINATION DATE: 10/28/17**

**LAST DATE TO FILE: 9/16/17**

**Filing Fee: \$10.00 - Non-Refundable (See Filing Fee Section)**

**Make check or money order payable to: Franklin County Personnel Office**

Franklin County is an Equal Opportunity Employer

Calculators are: **ALLOWED (See Calculator Section)**

**If you fail to receive an admission letter at least one week prior to the exam date, please contact this office. It is the candidate's responsibility to notify this office of any address change, phone numbers, etc. - Candidate must complete a "Civil Service Notification of Change Form" with our office.**

**BASE SALARY: \$30,828**

**VACANCIES:** None at present, the eligible list established as a result of this examination will be used to fill full-time/part-time present and future vacancies that may occur within the Franklin County Clerk's Office under the jurisdiction of the Personnel Officer during the life of the list. Vacancies are expected to occur from time to time.

**CELL PHONES OR ELECTRONIC/COMMUNICATION DEVICES AT THE TEST SITE:**

Do **NOT** bring cell phones, beepers, headphones, or any electronic or other communication devices to the test site. The use of such devices at the test site in the test room, hallways, restrooms, building, grounds, or other areas could result in your disqualification.

**IMPORTANT NOTE:** YOUR ADDRESS MUST BE KEPT CURRENT WITH THIS OFFICE, AS NO CORRESPONDENCE WILL BE FORWARDED.

**RIGHT TO REQUEST CONSIDERATION OF PROMOTIONAL EXAM:** In accordance with Civil Service Law Section 51-3, any employee who believes that a promotion examination should be held for filling any vacancy in this title may submit to the Franklin County Personnel Office a request, in writing, for a promotion examination, stating their reasons why it is practicable and in the public interest to fill the vacancy by promotion examination.

**CANDIDATES MUST HAVE BEEN A LEGAL RESIDENT OF THE COUNTY OF FRANKLIN OR A RESIDENT OF A JURISDICTION WITHIN FRANKLIN COUNTY FOR AT LEAST 30 DAYS IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST. PREFERENCE IN CERTIFICATION MAY BE GIVEN TO RESIDENTS OF THE VARIOUS JURISDICTIONS.**

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:**

If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all tests at one test site. All examinations for positions in State government will be held at the State examination center.

**FRANKLIN COUNTY REQUIREMENTS FOR MULTIPLE EXAMINATIONS:**

If you have applied for multiple examinations for both State and/or Local you must fill out the cross-filer form no later than two weeks before the date of the examinations, with exam titles and numbers of other than Franklin County examinations. The form is on the website, [www.franklincony.org](http://www.franklincony.org), under upcoming Civil Service exams.

**DISTINGUISHING FEATURES OF THE CLASS:** This is a competitive position existing in the County Clerk Motor Vehicle Office. It is a highly important, confidential position requiring the general knowledge of several Federal, State and County laws including procedures and policies for obtaining NYS driver's license and registration, while applying such knowledge to each transaction. In conjunction with recent Homeland Security and Identity theft regulations, NYS has implemented strict ID Policy, setting guidelines for acceptability of limited documents proving name, date of birth, social security number and identity. Along with this policy are guidelines used to determine validity of documents and procedures to prosecute those persons presenting fraudulent documents. The majority of the work performed requires independent decisions applying guidelines determined by NYS DMV procedures, Commissioner Regulations, as well as office procedure to a particular transaction. The work is performed under the general supervision of a higher level supervisor. Unusual or exceptional transactions are assisted by either a Senior Cashier Examiner or the Supervisor. This is a highly visible position having direct and indirect contact with the public. The incumbent does related work as required.

**NOTE:** Unless otherwise noted, experience credited towards meeting the minimum qualifications must be full time (30 hours per week or more) paid work experience. Volunteer or part-time experience will only be credited if specified on the exam announcement.

**MINIMUM QUALIFICATIONS:**

- A) Graduation from a regionally accredited or NYS registered college or university with an Associate's Degree in Office Technology, Secretarial Science or Business Administration; or
- B) Graduation from high school or possession of a high school equivalency diploma and two (2) years clerical experience which must have involved the use of a computer with various software applications to perform data entry, record maintenance or preparation of reports and documents.

**NOTE:** The above educational training must include or be supplemented by a course in typing/keyboarding, or the work experience must indicate the ability to type.

**WRITTEN TEST:** Will cover knowledge, skills and/or abilities in such areas as:

**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. 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.

**3. Public contact principles and practices;**

These questions test for knowledge of techniques used to interact with other people, to gather and present information, and to provide assistance, advice, and effective customer service in a courteous and professional manner. Questions will cover such topics as understanding and responding to people with diverse needs, perspectives, personalities, and levels of familiarity with agency operations, as well as acting in a way that both serves the public and reflects well on your agency.

**4. 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.**

**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.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm)**

**CALCULATOR INFORMATION:**

Use of calculators is **ALLOWED**. 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 and any similar devices are prohibited.

**FILING FEE INFORMATION:**

A **\$10.00 non-refundable** application fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. **Send cash, check or money order payable to the Franklin County Personnel Office. Write the examination number(s) and the applicant's name on the check or money order. There will be a charge for checks returned due to insufficient funds.**

**APPLICATION FEE WAIVER:** A Waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a 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). **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 close of business on the Application Deadline as listed on the Examination Announcement.**

**YOU WILL NEED TO CONTACT THE FRANKLIN COUNTY PERSONNEL DEPARTMENT FOR THE REQUEST FOR APPLICATION FEE WAIVER AND CERTIFICATION FORM OR YOU MAY GET ONE FROM OUR WEB SITE AT WWW.FRANKLINCONY.ORG.**

If your application is disapproved, the fee will not be refunded. You should carefully review the announced minimum qualifications and any residence requirements and apply only for those examinations for which you clearly qualify.

**Applications (postmarked/received) after the last date for filing will not be accepted.**

If you submit a personal check for payment of the application fee, and the check is returned by the bank prior to the date of examination, you may not be admitted to the examination. Should your check fail to clear the bank prior to the examination date and be returned for insufficient funds after you have sat for the examination, you may not receive a score.

The Franklin County Personnel Office does not acknowledge receipt of application and does not accept responsibility for non-delivery or postal delay.

If you fail to receive an admission letter at least one week prior to the exam date, please contact this office. It is your responsibility to notify this office of any address change, phone numbers, etc-Must complete a “Civil Service Notification of Change Form” with our office.

**SEND APPLICATIONS AND FURTHER INFORMATION TO:**

**Franklin County Personnel Office  
4<sup>TH</sup> - Floor-Court House  
355 West Main Street, Suite 428  
Malone, NY 12953  
Phone: 481-1677 or 1665  
[www.franklincony.org](http://www.franklincony.org)**

## GENERAL INSTRUCTIONS

### TIME AND PLACE OF EXAMINATION

Accepted candidates will be notified by letter when and where to appear for examination. You are required to bring the letter of approval for admittance. Disapproved candidates will be so notified. The Personnel Officer does not make formal acknowledgment of the receipt of an application.

### APPLICATIONS

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications may be disapproved. All statements made by candidates are subject to verification.

### RESIDENCE

Unless otherwise stated all candidates are required to be legal residents of the County of Franklin for not less than thirty days immediately preceding the date of examination. Appointing authorities may give preference to legal residents of their jurisdiction.

### ANTICIPATED ELIGIBILITY

If successful on the examination, you will not be certified for appointment until you have submitted proof of possession of the required licensure/certificate to the Franklin County Personnel Department. This proof must be submitted when you receive your licensure/certificate or it will result in the removal of your name from the eligible list.

### VETERANS CREDITS

For purpose of claiming Veterans Credits on a Civil Service Examination, an applicant must have served in the armed forces for the United States at any time during the following periods:

World War I	- April 6, 1917 - November 11, 1918
World War II	- December 7, 1941 - December 31, 1946
Korean War	- June 27, 1950 - January 31, 1955
Vietnam Conflict	- December 22, 1961 - May 7, 1975
Persian Gulf Conflict	- August 2, 1990 - the date upon which such hostilities end

#### OR

Commissioned corps of the US public health services: July 29, 1945 - September 2, 1945  
June 26, 1950 - July 3, 1952

#### OR

The armed forces expeditionary medal, navy expeditionary medal, or marine corps expeditionary medal for:

Hostilities in Lebanon	- June 1, 1983 - December 1, 1987
Hostilities in Grenada	- October 23, 1983 - November 21, 1983
Hostilities in Panama	- December 20, 1989 - January 31, 1990

**A Disabled or Non-Disabled Veteran who wished to establish eligibility for additional credits MUST claim these credits with the filing of this application. Upon your request, we will forward forms for establishing your eligibility for such credits. You will be allowed the option of waiving these credits at the time of appointment.**

### WRITTEN EXAMINATION

This written examination is prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations which deals with the rating of examinations apply.

### ELIGIBLE LISTS

Eligible lists will be established in the order of final rating for successful candidates, and will be established for a period of one - four years unless exhausted prior to that date.

### HEALTH REQUIREMENTS

Candidates must be medically and physically capable of performing the duties of the position and may be required to take examinations to establish this condition prior to employment.

### RELIGIOUS ACCOMMODATION

Candidates who, because of a religious observance or practice, are unable to compete in an examination scheduled to be held by this office, will be rescheduled. Notification must be made in writing to the Personnel Office with the examination application. The candidate will be notified by the Personnel Office of an alternate test date.

### OTHER ALTERNATE TEST DATES

**Alternate examination dates may be granted for qualifying circumstances. A request for an alternate examination date must be submitted to the Franklin County Personnel Office in writing with application for examination.** A decision will be made and the candidate will be notified by the Personnel Office of the determination.

### 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 INVESTIGATIONS, FINGERPRINTS AND FEES

Fingerprinting is sometimes required at the time of appointment. If so, you may be required to pay the processing 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.

### CONTINUOUS RECRUITMENT EXAMINATIONS

Names of candidates from a continuous recruitment examination will be inter-filed on the continuing eligible list in rank order regardless of the date on which they took the test. A department/agency/municipality reserves the right to terminate the continuous recruitment program.