- Evaluation of Training and Experience

- In-Basket Exercise

- Performance Test

- Oral Interview

- Probationary Period

Orange County's Civil Service Examinations are usually administered on Saturdays, and typically held in facilities of local school districts, or the Board of Cooperative Educational Services (BOCES).

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, 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 fifty-two (52) 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 seventy-eight [78] weeks.) Successful completion of the probationary period is the final step in the selection process.

This information provided you by the

County of Orange

Steven M. Neuhaus
County Executive

www.orangecountygov.com

Orange County Department of Human Resources

Langdon C. Chapman
Commissioner

Alison Tyack
Deputy Commissioner

Tamara Hunter
Deputy Commissioner

Orange County Human Resources
Civil Service Unit
255 Main Street
Goshen, NY 10924

www.orangecountygov.com

Civil Service Examination Hotline
(845) 291-2707

03/01/2023

CIVIL SERVICE EXAMINATIONS IN ORANGE COUNTY

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County Executive

**Orange County Department of Human Resources
Civil Service Unit
255 Main Street
Goshen, NY 10924**

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Visit us on the web at:
www.orangecountygov.com

The Orange County Department of Human Resources

The Orange 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 Orange County's Commissioner of Human Resources. Such positions include those of the various departments, agencies and offices of Orange County Government, as well as in its Community College, Towns, Villages, School Districts, Public Libraries, etc.

The Orange County Department of Human Resources has no role in the selection process for positions of employment with the Cities of Middletown, Newburgh and Port Jervis, and the public schools found therein, nor for positions of employment in State or Federal service.

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

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 Department of Human Resources' office in the Orange County Government Center, as well as from the offices of many other County Departments and from offices of many of the County's Towns, Villages, School Districts, Public Libraries, Post Offices, etc. Examination Announcements may also be found on the Internet at the Civil Service Division web page:
www.orangecountygov.com/civilservice.

Read both sides of the Examination Announcement very carefully. The front of the announcement presents critically important information, such as the title of the examination, the examination date, filing information (including the last date applications will be accepted), application processing fees, minimum qualifications, the type and scope of test(s) to be administered, salary, and a description of what the job is like. The back of the announcement presents General Information that typically relates to competitive exams conducted by the Orange County Department of Human Resources.

The Application

Applications for Examination/Employment are available from the Department of Human Resources in the Orange County Government Center, as well as from the offices of many County Departments and many of the County's Towns, Villages and School Districts. Applications may also be found at *www.orangecountygov.com/civilservice*, and may be printed out for completion and submission.

Application-processing fees are not 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 that your various employments began and the month and year that your various employments ended. If an employment is ongoing, clearly assert 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.orangecountygov.com/civilservice.

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 "Related Links" at the bottom of our webpage: *www.orangecountygov.com/civilservice*. 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" 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.

Although the Orange County Department of Human Resources does not endorse any other examination preparation materials except those published by the New York State Department of Civil Service, please be aware that there is a vast array of test preparation materials published that may offer guidance on general test taking. These are available at most libraries and bookstores.

The Examination

Civil Service Examinations administered by the Orange 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