

JEFFERSON COUNTY DEPARTMENT OF HUMAN RESOURCES
County Office Building - 175 Arsenal Street
Watertown, NY 13601
www.jeffersoncountyny.gov

Valerie M. Nugent
Director of Human Resources

***A NON-REFUNDABLE APPLICATION FEE OF \$15 MUST ACCOMPANY YOUR APPLICATION**
PLEASE COMPLETE APPLICATION IN ITS' ENTIRETY - DO NOT SEND RESUME.

OPEN COMPETITIVE EXAMINATION
FOR
NO. 85333-010 NUTRIENT MANAGEMENT PLANNER

VACANCIES: At present, one vacancy exist with the Jefferson County Soil and Water Conservation District

SALARY: \$72,500 – \$88,100/yr.

CANDIDATES MUST HAVE BEEN LEGAL RESIDENTS OF JEFFERSON COUNTY OR CONTIGUOUS COUNTIES (Lewis, St. Lawrence, Oswego) FOR AT LEAST ONE MONTH IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST.

LAST FILING DATE: October 18, 2024

EXAMINATION DATE: December 7, 2024

Disabled Persons and Persons needing Religious Accommodation: If special arrangements for testing are required, indicate this on your application form.

MINIMUM QUALIFICATIONS: Candidates must meet the following requirements on or before the date of the written test:

NOTE: CANDIDATES WHO WILL OBTAIN THE MINIMUM EDUCATION REQUIREMENTS WITHIN 12 MONTHS OF THE DATE OF THE WRITTEN EXAMINATION SHALL BE PERMITTED TO SIT FOR THE EXAMINATION.

- A. Graduation from a regionally accredited or NYS registered college or university with a bachelor's degree and one year of experience involving responsibility to develop nutrient and soils management plans and procedures designed to protect a municipal watershed; or
- B. Graduation from a regionally accredited or NYS registered college or university with an associate's degree in the areas defined above and three years of experience involving responsibility to develop nutrient and soils management plans and procedures designed to protect a municipal watershed; or
- C. An equivalent combination of training and experience as defined by the limits of A) and B) above.

SPECIAL REQUIREMENT: Certification as a Crop Advisor (CCA) is required within one year of appointment.

NOTE: Finger printing may be required for this position. Any fee will be paid by the applicant.

EXAMPLES OF WORK: (illustrative only)

Conducts and interprets soil nutrient tests;
Conducts and interprets manure nutrient tests;
Prepares conservation plans for local farmers;
Prepares maps and specifications for conservation projects;
Prepares nutrient management plans for local farmers;
Visits local farmers in order to collect data regarding farm operations;
Assists landowners with the interpretation of nutrient management plans;
Calibrates manure and fertilizer spreading equipment;
Plans layout, surveys, and designs soil and water conservation projects;
Assists in District information and education programs including writing newsletter articles and making presentations to local schools;
Assists in packing and distributing trees for the tree program;
Maintains records and prepares reports related to the work.

SCOPE OF EXAMINATION: Written test will cover knowledge, skills, and/or abilities in such areas as:

Preparing written material

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

Collection, analysis, and presentation of data

These questions test for knowledge of the proper procedures and methods used to gather, evaluate, organize, and utilize various types of technical data and information, and the fundamental concepts, terminology, and computations involved in statistical analysis.

Basic surveying principles and practices, including computations

These questions test for knowledge of the elementary concepts, procedures, and computations involved in performing surveys of various projects and land areas.

Construction and maintenance of soil and water conservation projects

These questions test for knowledge of the methods, procedures and equipment used for building and maintaining conservation projects and may include such areas as: runoff diversions; farm ponds; stream protection; and drainage and erosion control.

Resource conservation planning and management

These questions test for knowledge of planning principles and practices in the soil and water conservation field and may include such areas as: interpreting topographic maps; erosion and sediment control; and proper conservation tillage and land, project, and construction management techniques.

Test 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 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

This examination is being 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 dealing with the rating of examinations will apply to this written test.

JEFFERSON COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER.

NOTE: 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, reference materials, devices, or calculators which provide assistance beyond simple numerical computation. **THE USE OF CALCULATORS IS RECOMMENDED FOR THIS EXAM.**

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: With the exception of written tests announced by New York City, if you have applied to take a written test announced by New York State or any local jurisdiction (county, town, city) scheduled to be held on the same test date as this written test, you must indicate all pertinent examination (exam number, title, and location/jurisdiction) information on a separate piece of paper and submit it with your application.

CANDIDATES WILL BE NOTIFIED OF THE PLACE OF THE EXAMINATION.

*A **NON-REFUNDABLE** fee of \$15 is required for each separately-numbered examination for which you apply. The required fee must accompany your application. Send check or money order payable to the **Jefferson County Treasurer** and write the examination title(s) and number(s) on your check or money order. **DO NOT SEND CASH.** File only for those examinations for which you are clearly qualified. An exception to the fee requirement will be made only for persons who provide proof that they are unemployed and are primarily responsible for the support of the household; or who are receiving Medicaid, Supplemental Security Income (SSI) 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. Individuals wishing to claim this waiver of fee must complete an **Application Fee Waiver Request and Certification Form**. This form is available at the Jefferson County Department of Human Resources office. Such claims are subject to later verification and, if not supported by appropriate documentation are grounds for barring appointment.

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