

**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. 69892-010 ENVIRONMENTAL RESOURCE SPECIALIST**

**VACANCIES:** At present, two vacancies exist with the Jefferson County Soil and Water Conservation District

**SALARY:** \$53,500 - \$73,000/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 New York State registered college with a Bachelor's degree in Natural Resource Management, Hydrology, Agricultural Science, Engineering, Forestry, or closely related field; or
- (B) Graduation from a regionally accredited or New York State registered college with an Associate's degree in Natural Resource Management, Hydrology, Agricultural Science, Engineering, Forestry, or closely related field and 2 (two) years of experience in Natural Resource Management ; or

**ALL CANDIDATES MUST SUBMIT A COPY OF THEIR COLLEGE TRANSCRIPT AT TIME OF APPLICATION**

- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B).

**NOTE:** Candidates may be required to have transportation available to carry out duties of the position.

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

## EXAMPLES OF WORK: (illustrative only)

Prepare resource conservation plans for landowners and municipalities that address conservation concerns;  
Provide technical assistance to landowners and local governments, including design, cost estimating, contract preparation, construction inspection and oversight of projects;  
Work with landowners to complete grant projects based on natural resource concerns and priorities;  
Prepare grant proposals, including research, cost estimates and statistical data for program expansion and development;  
Assist with the collection of receipts and appropriate documentation needed for calculating payments to be made to landowners and municipalities;  
Assist with permitting for projects impacted by U.S. Army Corps of Engineers, U.S. Fish and Wildlife Service, and/or NYS Department of Environmental Conservation;  
Analyze and prepare project budgets including all payments and work completed;  
Review conservation plans and offers advice when conservation practices need maintenance;  
Assist with the administration and implementation of the Jefferson County Forest Management Plan;  
Perform field layout of limited conservation practices;  
Purchase equipment and materials needed for various projects;  
Design and deliver educational materials and programs for events as needed;  
Maintain all records and time logs.

## **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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