

**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 USE THE PROMOTION APPLICATION AVAILABLE IN THE HUMAN RESOURCES OFFICE**

**PROMOTION EXAMINATION  
FOR  
NO. 70654-010 ASSISTANT CIVIL ENGINEER**

**CANDIDATES MUST BE PERMANENTLY EMPLOYED WITH THE JEFFERSON COUNTY  
HIGHWAY DEPARTMENT OR PROVISIONAL FOLLOWED BY A PERMANENT APPOINTMENT  
AND MUST HAVE SERVED CONTINUOUSLY AS A JUNIOR CIVIL ENGINEER FOR TWO YEARS  
IMMEDIATELY PRECEDING THE DATE OF THE WRITTEN TEST.**

VACANCIES: At present, one vacancy exists with the Jefferson County Highway Department

SALARY: \$30.93 – \$39.40/hr. (2024 Rate)

**LAST FILING DATE: January 24, 2025**

**EXAMINATION DATE: March 15, 2025**

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

EXAMPLES OF WORK: (illustrative only)

Prepares plans and specifications for road and bridge maintenance, repair and construction projects;  
Analyzes proposals, data, and site characteristics to determine design needs;  
Designs highways, bridges, culverts, retaining walls, and related structures utilizing computerized equipment;  
Inspects construction in progress and upon completion to ensure conformance with plans, schedules, and standards;  
Lays out the more involved designs for lower-level staff;  
Prepares cost estimates for work to be done by the department or on contract;  
Supervises the collection of data, the search of public records, and survey work in order to determine land holdings and property lines for right-of-way negotiations;  
Reviews and assists in the preparation of applications for federal and state aid for county and town highway and bridge projects;  
Prepares topographic maps and cross-sections from field notes;  
Prepares final plans for construction contracts of roads and bridges;  
Compiles data for department reports and supervises the filing and indexing of engineering and survey records.

**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.

**Principles and practices of civil engineering**

These questions test for knowledge of engineering concepts and their practical applications to the construction, operation and maintenance of public works projects, including roadways, bridges, buildings, water and sewage systems and similar types of infrastructure.

**Engineering plans, specifications and estimates**

These questions test for knowledge of and the ability to read and interpret construction drawings and technical specifications, and for the ability to calculate cost and quantity estimates from technical presentations and/or engineering and construction drawings. Knowledge of estimating techniques and the proper method of construction for specified projects will be required.

**Methods and materials of construction**

These questions test for knowledge of the proper procedures and materials used in the construction, maintenance and repair of various types of public works projects, including such typical construction work as excavations, roadways, embankments, and building and related structural improvements.

**Construction and maintenance of highways, bridges, drainage systems and other related structures**

These questions test for knowledge of the engineering concepts, practices, testing procedures, materials and computations used in the installation, repair and upkeep of roadways, overpasses, abutments, retaining walls, embankments, drainage structures and related appurtenances.

**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.

**Seniority** - Points will be added to an eligible score as follows: One point for each creditable five-year period

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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