

JEFFERSON COUNTY DEPARTMENT OF HUMAN RESOURCES
County Office Building - 175 Arsenal Street
Watertown, NY 13601
www.co.jefferson.ny.us

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. 62-147 CONSERVATION DISTRICT TECHNICIAN

VACANCIES: At present, one vacancy exists, in the Soil and Water Conservation District

SALARY: \$37,000 - \$42,000

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: January 25, 2019

EXAMINATION DATE: March 16, 2019

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:

- (A) Graduation from a regionally accredited or New York State registered college with an associate's degree in mechanical, civil, construction, or environmental health technology, agriculture, forestry, environmental studies, or closely related field; or
ALL CANDIDATES MUST SUBMIT A COPY OF THEIR COLLEGE TRANSCRIPT AT TIME OF APPLICATION.
- (B) Graduation from high school and two years' experience in soil and water conservation, forestry, agriculture, land surveying, engineering, or closely related field; or
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B).

EXAMPLES OF WORK: (illustrative only)

Assists in the survey and design of soil and water conservation projects such as ponds, drainage ditches, and tile;
Accepts tree and shrub orders;
Arranges for the delivery and placement of fish in farm ponds;
Assists in preparing maps and specifications;
Collects data for the purpose of practice design and cost estimation;
Helps maintain conservation practices on the land by establishing grass seedings, stone rip-rap, fencing, and other planned conservation endeavors;
Reviews conservation plans and offers advice when conservation practices need maintenance;
Does field layout of limited conservation practices;
Maintains simple records.

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

1. Principles and practices of soil and water conservation

These questions test for knowledge of the proper methods and techniques used to facilitate land and water conservation, and may include such areas as: proper drainage and erosion control, soil types, and watershed, stream, and stream bank protection.

2. 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.

3. Reading and interpreting maps, plans, charts and graphs

These questions test for the ability to understand and evaluate topographic maps, site and construction plans, and various types of graphic presentations. All the information needed to answer the questions will be contained in the maps, plans, graphs, and charts or within related written descriptions.

4. Basic surveying, including computations

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

5. 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:
<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 **RECOMMENDED** 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.

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.

Issued: 12-26-18