



Niagara County Civil Service IMPORTANT EXAMINATION INFORMATION FOR CANDIDATES

All applications and forms mentioned below can be found at niagaracounty.com/employment

ANNOUNCEMENTS & APPLICATION FORMS: You can obtain exam announcements and applications from our office or on the County's web site. All applications must be filed with the Niagara County Civil Service Office located at **111 Main Street – Suite G2, Lockport, New York 14094**. One application must be filed for each examination. Your application(s) must be **postmarked by the deadline posted** on the examination announcement.

APPLICATION FEE: Application fees vary (\$15.00/\$25.00) and are posted on the examination announcement. You must pay online or attach a check or money order (payable to Niagara County Civil Service.) Attach your check or copy of your online payment for each examination. **An application fee must be paid for each separately numbered examination. A service charge of \$20.00 will be imposed** when a check is returned for insufficient funds and your application will be disapproved. No refunds of application fees will be made if your application is disapproved.

FEE WAIVER: Fees shall be waived for candidates who certify that they are unemployed and primarily responsible for the support of a household, or are receiving public assistance. In order to request a fee waiver you must complete an [Application Fee Waiver Request and Certification](#) form and submit it with your application by the close of business on the application deadline as listed on the examination announcement. You should read the [Application Fee Waiver](#) instructions to determine if you are eligible and what documentation you must submit to verify your eligibility. All claims will be subject to verification and if not supported by appropriate documentation are grounds for the disapproval of the application.

CROSS-FILERS TAKING MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY: If you have applied for other local and/or state government examinations, you must make arrangements to take all your examinations at one site. If taking a **state exam** on the same test date, **you will appear at the state site** and participate in the exam(s) there. **You must complete the [Cross-File](#) form and disclose all examinations you are taking on a particular test date. Submit this form to our office no later than two (2) weeks prior to the test date.** You must inform each agency at which test site you will take your examination(s).

ADMISSION NOTICE: We usually review your application before the test to be sure that you qualify. Generally we will advise you if we need more information. You may be admitted to the test pending a full review of your application. If you take the test but your application is disapproved later, you will not receive a test score. If your application is disapproved, we will notify you of the reason. **If you have not received your admission notice to appear for the written examination three (3) days before the date of the exam, call 438-4071.**

CHANGE OF ADDRESS, NAME, OR STATUS: Notify this office immediately of any change of address, name, or status (i.e. out of town, vacation, hospital, etc.). Indicate where you can be reached. When writing, give the number and title of the examination. You may use the [Contact Information Change](#) form found on our website to change your address, phone number or name.

SPECIAL ARRANGEMENTS: Applicants who require special examination arrangements should submit a [Special Testing Arrangements](#) form at the earliest date possible before the written examination.

RELIGIOUS ACCOMMODATION: Most written tests are held on Saturdays. If you cannot take the test on the announced test date due to a conflict with a religious observance or practice, submit a [Special Testing Arrangements](#) form at the earliest date possible before the written examination. We will make arrangements for you to take the test on a different day (usually the following business day).

MILITARY STATUS: A special military make-up examination will be conducted for any member of the armed forces of the United States who has missed the application deadline or who has duly filed a timely application but who was deprived of the opportunity to compete in the scheduled exam due to active military duty. Certain conditions apply to these requests and will be reviewed by the Niagara County Personnel Officer.

EXTRA CREDITS FOR WAR TIME VETERANS: Wartime veterans of the Armed Forces and Active Duty members soon to be discharged wishing to claim additional examination credits as veterans or disabled veterans must complete the [Application for Veteran Credits](#) form and submit a copy of the discharge papers (form DD-214 Member copy 4) to our office for each examination. If you are currently in the Armed Forces on full-time active duty (other than for training) or if you are a War Time Veteran or Disabled Veteran, you are eligible for extra credits added to your exam score if you pass. Candidates should read the [Veteran Credit Information Sheet](#) and [Important Information for Disabled Veterans](#) for more detailed information. **No veteran credits may be granted after the establishment of the list.**

ADDITIONAL EXAMINATION CREDITS PURSUANT TO CIVIL SERVICE LAW SECTION 85-A: Pursuant to section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten (10) points in a competitive examination for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this examination and are a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office in writing of this matter when you submit your application for examination. A candidate claiming such credit at time of application has a minimum of two (2) months from the application deadline to provide the necessary documentation to verify additional credit eligibility. However, no credit may be added after the eligible list has been established.

Niagara County Human Resources Department * 111 Main Street – Suite G2 * Lockport, NY 14094

Phone: (716) 438-4071 * Exam Information: (716) 439-7281 * Web-site: www.niagaracounty.com

Niagara County policy prohibits discrimination in employment, program activities, contracting, and procurement against any person due to such person's age, marital status, disability, genetic predisposition or carrier status, race, color, creed, sexual orientation or national origin.

An Equal Opportunity Employer