



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 copy of your online payment, check or money order (payable to Niagara County Civil Service.) **A non-refundable 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.**

FEE WAIVER: Eligible candidates should complete an [Application Fee Waiver Request and Certification](#) form and submit it with the application by the close of business on the application deadline. 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 exams, you must make arrangements to take all the exam at one site. **State exams must be taken at a state site. You must complete the [Cross-File](#) form and disclose all exams 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).

COLLEGE CREDITS MUST BE VERIFIED WITH AN OFFICIAL TRANSCRIPT: You must submit official college transcripts to our office by the time your name is considered for possible appointment. **If these documents are not on file prior to canvassing/certification for vacant positions, your name will not be canvassed/certified and your name will be removed from consideration for all appointments.**

ADMISSION NOTICE: We usually review your application before the test to be sure that you qualify and 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 exam date, 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 exam. Use the [Contact Information Change](#) form found on our website to change your address, phone number or name.

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

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 exam date. 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 exam will be conducted for any member of the United State armed forces who has missed the application deadline or who has duly filed a timely application but was unavailable on the exam date 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 exam 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 exam. 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 will can be add after the eligible list has been established.**

ADDITIONAL EXAMINATION CREDITS PURSUANT TO CIVIL SERVICE LAW SECTION 85-A: 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 exam for original appointment in the same municipality in which his or her parent has served. If you are qualified to participate in this exam 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 exam application. 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. No credit will be added after the eligible list has been established.

8/20/2018

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