



Oswego County Human Resources Department

46 East Bridge Street, Oswego, NY 13126

Phone: (315) 349-8209 Fax: (315) 349-8254

Email: humanresources@oswegocounty.com Web: www.oswegocounty.com/humanresources

REQUEST FOR EXAM NOTIFICATION FORM

The "Request for Exam Notification Form" (on reverse side) is used to identify exam title(s) of interest to you that have not yet been scheduled for exam. When a date is scheduled for a specific exam title, you will be notified by mail with information on how to obtain an exam announcement and application form. The exam announcement will explain how to file your application for that particular exam title. Applications **may not** be filed until an exam announcement has been issued.

Once you have been notified of an exam, you will **not** be notified of that title again unless you re-submit a "Request for Exam Notification Form". The listing (on reverse side) includes many of the most frequently tested titles, but is **not** a comprehensive listing of all titles. Newly created titles or titles infrequently hired may not appear. In this instance, an examination announcement will be issued and published in the local media and can be found on our website at <http://www.oswegocounty.com/humanresources/openings.html>.

The following definitions describe general divisions by which job titles are grouped. Each grouping indicates the level of education or work experience necessary for positions listed under that grouping.

Clerical Titles: These positions include office workers who keep accounts and records, file, copy, and/or perform typing, keyboarding or data entry. Positions are most frequently hired at the entry level and may require specific high school course work or specialized work experience to qualify for examination. These positions do not include our Continuous Recruitment exam titles. Candidates for continuous recruitment exam titles (Account Clerk, Clerk, Typist, Senior Typist, Custodian, and Public Health Nurse) should file an application and exam fee **not** a "Request for Exam Notification Form".

Para Professional Level Titles: Positions at this level require the performance of well-defined functions under the supervision of a qualified professional. The para professional may perform some complex duties but is not qualified to practice at the professional level. Minimum requirements required to take civil service examinations at this level may include specialized work experience or comparable college level credit hours up to and including an associate's degree.

Law Enforcement Titles: These positions require candidates to have graduated from high school or possess an equivalency diploma to qualify for examination. Additional medical and physical requirements may be indicated at the time of announcement.

Professional Level Titles: Positions at this level require advanced training in a liberal art or science. In most instances, a minimum of a bachelor's degree is required to qualify for civil service examinations at this level. Specific degree programs and/or work experience may also be stipulated when the exam announcement is issued.

Promotional Titles: Examinations for these positions are restricted to Oswego County employees with permanent civil service status. Candidates should write in the promotional title(s) of interest to them in the space provided.

Other Titles: Job descriptions for each title requiring a civil service exam are available at the Human Resources Department. Candidates may indicate other titles not appearing on this form in the space provided.

-OVER-

REQUEST FOR EXAM NOTIFICATION FORM

SOCIAL SECURITY NUMBER: _____

NAME AND LEGAL RESIDENCE: (Please notify Oswego County Human Resources Department immediately of any changes)

LAST NAME FIRST NAME MIDDLE INITIAL

STREET CITY STATE ZIP

MAILING ADDRESS: _____
(if different from above) STREET CITY STATE ZIP

PHONE NUMBER: (____) _____ (____) _____ (____) _____
Home Business Cell

EMAIL ADDRESS: _____

PLEASE CHECK ALL TITLES OF INTEREST TO YOU

CLERICAL *

- _____ Motor Vehicle Clerk
- _____ Telecommunicator
- _____ Senior Account Clerk

PARAPROFESSIONAL LEVEL

- _____ Caseworker Aide
- _____ Caseworker Aide (Spanish Speaking)
- _____ Community Service Worker
- _____ Computer Services Assistant
- _____ Probation Assistant
- _____ Probation Assistant (Spanish Speaking)
- _____ Social Services Investigator
- _____ Social Welfare Examiner
- _____ Social Welfare Examiner (Spanish Speaking)
- _____ Support Examiner

LAW ENFORCEMENT

- _____ Correction Officer
- _____ Patrol Officer/Sheriff
- _____ Police Officer (Town & Villages)

OTHER TITLES (Please specify):

PROFESSIONAL LEVEL/ HUMAN SERVICES

- _____ Case Manager (Aging)
- _____ Case Manager (Mental Health)
- _____ Caseworker
- _____ Caseworker (Spanish Speaking)
- _____ Employment Specialist
- _____ Housing Program Specialist
- _____ Probation Officer/ Trainee
- _____ Youth Services Specialist

PROFESSIONAL LEVEL/ TECHNICAL

- _____ Accountant
- _____ Computer Specialist
- _____ LAN Technician
- _____ Planner
- _____ Public Health Sanitarian
- _____ Public Information Specialist
- _____ Radiological Specialist

PROMOTIONAL TITLES (Please specify):

* **NOTE:** Candidates for continuous recruitment exam titles (Account Clerk, Clerk, Typist, Senior Typist, Custodian, and Public Health Nurse) should file an application and exam fee **not** a "Request for Exam Notification Form".