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**GREENE COUNTY CIVIL SERVICE:**

411 Main Street, 3<sup>rd</sup> Floor Catskill, NY 12414; Ph: 518-719-3253 --- [www.greene.gov](http://www.greene.gov)

**Announces an  
OPEN-COMPETITIVE EXAMINATION FOR**

**EXAM NO: 64708 – DIRECTOR OF WEIGHTS AND MEASURES "A"**

**REFER TO GENERAL INFORMATION ON PAGE 2 BEFORE COMPLETING APPLICATION**

**LAST FILE DATE: SEPTEMBER 9, 2016**

(Postmarked no later than 09/9/16)

**EXAMINATION DATE: OCTOBER 15, 2016**

**DIRECTOR OF WEIGHTS AND MEASURES "A":** Currently there is one (1) vacancy within the Department of Weights and Measures.

**SALARY:** \$42,500 per year

**RESIDENCY REQUIREMENTS:** Candidates must be a legal resident of Greene County for at least six (6) months immediately preceding the date of the examination.

**NON-REFUNDABLE FILING FEE:** A \$15 check or money order must be submitted with your application. **CASH NOT ACCEPTED**

**MINIMUM QUALIFICATIONS: Either:**

- A. Satisfactory completion of 24 semester credit hours in the physical sciences\*, engineering sciences, electronics sciences\*\*, mechanical technology and/or mathematics\*\*\* from a regionally accredited or New York State registered college or university; **OR**
- B. Two years full time experience where the primary functions/responsibilities include any one of the following:
  1. Enforcing weights and measures laws and regulations and inspecting and testing of devices and packaged commodities;
  2. Inspecting, testing and repairing commercial and/or industrial weighing and/or measuring devices per manufacturer's specifications and tolerances;
  3. Inspecting and testing both quality and quantity of packaged or manufactured goods using precision scales/balances and other precision measuring equipment, performing data reduction and assessing compliance of the results with appropriate specifications and tolerances;
  4. Conducting chemical or physical analyses using precision scales/balances and other precision measuring equipment, performing data reduction and assessing compliance of results with the appropriate specifications and tolerances; **OR**
- C. An equivalent combination of training and experience as defined within the limits of A and B.

**Special Requirement:** If this position requires a driver's license, possession of a valid New York State Driver's license is required at time of appointment and this license must be maintained throughout employment.

\*Physical sciences include chemistry (inorganic chemistry, organic chemistry, and biochemistry), earth science (meteorology, astronomy, geology) and physics.

\*\* Electronics sciences do not include course work in electricity; electricity is a science that deals with the laws of electricity, while electronics is a branch of physics that deals with the emission, behavior and effects of electrons (in tubes and transistors) and with electronic devices.

\*\*\* Mathematics includes course work in accounting, economics, etc., provided primary focus of the course is manipulation of numbers.

**NOTE:** Verifiable part-time experience may be pro-rated toward meeting full-time experience requirements on the following basis: 8-15 hours per week is ¼ time; 16-23 hours per week is ½ time; 24-31 hours per week is ¾ time; 32+ hours per week is full time.

**TYPICAL WORK ACTIVITIES: (Illustrative Only)**

Visits stores, markets, warehouses, wholesale houses, gas stations and other establishments to test and verify the accuracy of weighing and measuring devices; Using standard weights and measures determines the accuracy of scales, meters, rulers and other measuring devices; Using calibrated containers, tests fluid measuring devices such as service station gasoline pumps; Using standard weights, checks for accuracy of meat, produce and platform scales; Seals those pumps, metering devices and scales when found to be accurate within the allowable tolerances; Orders faulty measuring and weighing devices repaired or replaced depending on the condition and reparability of the devices; Responds to consumer complaints by investigation or testing as the occasion demands Performs tests for petroleum quality testing; Examines and checks the contents of pre-packaged foods to determine the accuracy of labeling practices; Removes or orders removed from sale those products not meeting the volume, weight or count as declared on the package label; May be required to testify in court in consumer fraud litigation; Submits narrative reports of inspections, violations and ordered repairs as required by regulations; May supervise and direct the work of part-time or seasonal inspectors.

**SUBJECTS OF EXAMINATION:** A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. **Inspection and interviewing techniques:** These questions test your ability to select the proper course of action in situations which might occur during routine inspections. Question topics may cover, but will not be limited to, such areas as interviewing, gathering information and evidence, maintaining proper attitude, and handling irregularities and violations with integrity and sound judgment. Some questions may be in a situational format while others may deal with the proper principles and practices of inspection.
2. **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.
3. **Determining the accuracy of scales:** These questions are designed to test a candidate's ability to determine if weighing scales are reading accurately and, if not, the extent of error associated with each scale. The candidate is shown a test load and given the weights of single units in the load and must calculate the total weight of the test load. The candidate is also shown two separate scale readings and must determine if either or both readings are fast or slow and by how much. Knowledge of addition, subtraction, multiplication and division will be necessary. Specific knowledge of weights and scales is not required.
4. **Understanding and interpreting written material:** These questions test how well you comprehend written material. You will be provided with brief reading selections and will be asked questions about the selections. All the information required to answer the questions will be presented in the selections; you will not be required to have any special knowledge relating to the subject areas of the selections.
5. **Weights and measures:** These questions test candidates' knowledge of the various types of weighing and measuring devices and systems commonly used throughout business and industry. They deal with, but are not necessarily limited to, such areas as
  - The conversion of weights and measures from the Metric System to the English System and from the English System to the Metric System;
  - Types of linear and liquid measuring devices in common use;
  - Various types of weighing devices in common use;
  - Basic construction and operation of the various types of weighing and measuring devices in common use.

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: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm)

**\*GREENE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER**

## GENERAL INFORMATION ----- GREENE COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER

- 1. APPLICATIONS:** For an application, send a stamped, self-addressed business envelope to Greene County Civil Service Commission, 411 Main St., Catskill, NY 12414, or at [www.greenegov.com](http://www.greenegov.com). Applications are accepted up to the last filing date indicated on announcement. This department does not make formal acknowledgment of the receipt of an application, or take responsibility for non-delivery of mail or postal delays. The Commissioners reserves the right to reject or accept applications after the advertised filing period. Please read and compare your qualifications carefully with the minimum qualifications as outlined. Only apply for those exams for which you are qualified for. Resumes are not accepted as a substitution for your application, but are accepted as an addition to your application. All experience is considered as paid work experience, **unless** specified under the minimum qualifications; volunteer experience, unpaid internship experience (if paid, verification must be provided) and education will not be accepted and/or substituted for experience in meeting the qualifications. **FAX & COPIES ARE NOT ACCEPTED—THE ORIGINAL SIGNATURE MUST APPEAR IN INK.**
- 2. NON-REFUNDABLE FILING FEE:** A \$15.00 fee is required for EACH exam you are applying for. A \$25 fee is required for the POLICE OFFICERS, DEPUTY SHERIFFS OR CORRECTIONS OFFICERS exams. The **fee** must accompany your application. **Do not send cash! A check or money order payable to Greene County Civil Service Commission is required.** Include the exam title and exam number on your check or money order. Fees may be waived per C.S. Law §50.5(b). A \$10 SERVICE CHARGE will be imposed on any checks returned to the Greene County Treasurer.
- 3. TIME AND PLACE OF EXAM:** Accepted candidates will be notified by letter approximately two (2) weeks prior to the exam date when and where to appear for the exam.
- 4. MULTIPLE EXAMINATIONS & CROSS FILERS SCHEDULED FOR THE SAME DAY:** If you have applied to take a written exam announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written exam, you must notify each of the local jurisdictions no later than two weeks before the test date, so they can make arrangements for taking all exams at one exam site. All exams for positions in State government will be held at a State exam center. When taking both **State and Local** government exams, you are required to take all exams at the **STATE** exam site. For Greene County call (518) 719-3253, or obtain the cross filer form from our website or write to the above address no later than **two (2) weeks** prior to the date of the exams.
- 5. SPECIAL EXAM ARRANGEMENTS & RELIGIOUS ACCOMMODATIONS:** If you require particular accommodations or special testing arrangements as a disabled person or alternate test date candidate (in accordance with alternate test date policy) clearly indicate this on your Application and the required form must accompany the application. For religious accommodation, most written exams 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, please check the box under #5 "RELIGIOUS ACCOMMODATION." We will make arrangements for you to take the exam on a different date, usually the following Monday.
- 6. AGE REQUIREMENT:** Unless otherwise specified in the exam announcement, there are no age restrictions. However, there may be statutory restrictions on your employment if you are under 18 or over 70 years of age.
- 7. RESIDENCY REQUIREMENT:** Unless otherwise specified in the exam announcement, candidates in all open competitive exams must at the time of the exam, have been legal residents for at least six (6) months of the political subdivision in which they seek appointment.
- 8. VETERANS' CREDIT:** Disabled and non-disabled veterans who establish their eligibility for additional credits and are successful in the exam are entitled to have 10 and 5 points respectively (5 and 2 ½ points of credits in the case of promotion exams), added to their earned scores provided they have not used such credits to obtain permanent appointment or promotion. You will be allowed the option of waiving these credits after the completion of the exam. Effective 1/1/98 the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in exams. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. No credit may be granted after the establishment of the list. **IT IS THE RESPONSIBILITY OF THE CANDIDATE TO PROVIDE APPROPRIATE DOCUMENTARY PROOF TO THIS OFFICE** indicating that the service was in time of war, as defined in Sec. 85 of C. S. Law and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veterans' credit. An appropriate application form may be obtained at the Civil Service Office. **FAILURE TO PROVIDE PROOF PRIOR TO ESTABLISHMENT OF THE ELIGIBLE LIST WILL RESULT IN NO ADDITIONAL CREDIT BEING GRANTED.**
- 9. ADDITIONAL SERVICE CREDIT FOR CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:** In conformance with Section 85-a of the C.S. Law children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten 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 is a child of a firefighter or police officer killed in the line of duty in this municipality, please inform this office of this matter when you submit your application for examination. A candidate claiming such credit has a minimum of two 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.
- 10. TRANSCRIPTS & COLLEGE DEGREES:** Whenever college transcripts or diplomas are requested, they should be submitted with the application for the exam or as soon as possible thereafter before the examination. For further details contact this office.
- 11. RATING & REVIEW:** The passing grade is 70. Unless the announcement states otherwise, this examination is being prepared and rated by the NYS Civil Service in accordance with Section 23.2 of the NYS C.S. Law. The provisions of the NYS C.S. Rules and Regulations dealing with the preparation and rating of written exams will apply to this exam.
- 12. TRAINING AND EXPERIENCE:** Training and experience will not be a subject of the exam unless specified on the front of the announcement. If a subject of the exam, training and experience may not be rated if all passing candidates are expected to be immediately reachable for appointment. If rated, training and experience will be based on the statements in your application which are subject to verification.
- 13. ELIGIBLE LIST:** Eligible lists will be established on the basis of passing grades received by the candidates in the competitive portions of the exam. Lists are established for duration of one year unless further extended. The resulting eligible list will be used to fill appropriate vacancies as they occur. Lists resulting from promotion examinations are certified first.
- 14. SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES:** Per Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES involving direct contact with students, a clearance for employment from the State Education Department is required.
- 15. FOR POSITIONS REQUIRING CRIMINAL BACKGROUND INVESTIGATION & FINGERPRINTING:** Applicants may be required to undergo a state and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification. Fingerprints to be used in performing the background checks would be collected from applicants pursuant to regulations promulgated by the DCJS, which will perform the State background check. DCJS will also submit the fingerprints to the FBI for the completion of the national background check. Individuals found to have criminal histories that bar their appointment to the position sought would then be disqualified by the municipal civil service agency pursuant to Section 50(4) of the Civil Service Law. As mentioned above, this Chapter applies to applicants or eligibles for original appointment to positions in the classified service. Current employees, transfer candidates, individuals reinstated from preferred lists pursuant to Section 81 of the Civil Service Law and applicants for promotion exams or current eligible's on promotion eligible lists are specifically exempted from the provisions of this Chapter. This act took effect July 22, 2003.
- 16. CALCULATORS:** **Unless otherwise notified**, candidates are permitted to use quiet, hand-held, solar or battery powered calculators. **The calculator function on cell phones** and devices with typewriter keyboards, spell checkers, personal digital assistants, address books, language translators, dictionaries or any similar devices are prohibited. You may not bring reference materials unless notified to do so.
- 17. WEATHER:** Listen to your local TV & Radio Stations, (WNYT, WRGB, WTEN, WXXA & 98.5 THE CAT, OLDIES 93.5, 1230 WHUC, 810 WGY, 107.7 WGNA)
- 18. EMERGENCIES (OTHER THAN WEATHER):** If any emergency prevents you from appearing for the exam please notify this office no later than 10:00 AM on the Monday following the test date. (Tuesday, if Monday is a holiday) providing verifiable documentation of the reason.

**NOTE:** As a condition of employment only within Greene County Departments candidates receiving a conditional offer of employment must **Successfully pass a drug screen, failure to meet the above standards may result in disqualification.**