



---

## CATTARAUGUS COUNTY CIVIL SERVICE

---

303 Court Street \* Little Valley, NY 14755 \* (716) 938-2281 \* FAX (716)938-2759

Julie J. Carr, Personnel Officer

### WEBSITE OPERATOR-#73473

**Filing Date:**

Applications received by mail must be postmarked no later than **10/25/2019**.

Applications submitted electronically must be completed no later than **10/25/2019 11:59 PM**

**Exam Date:**

Examinations will be held on **12/14/2019 08:30 AM**

**Salary:**

**\$17.50 - \$19.50 per hour**

**Vacancy:** Eligible List may be used to fill vacancies which may occur within the Salamanca City Central School District, Salamanca, NY.

**Fee Required:** The State Civil Service Law requires our office to collect a processing fee from each applicant. The amount of the fee is **fifteen dollars (\$15)** per applicant for Each examination applied for, payable at the time of filing of the application form, by check (personal or certified) or money order, payable to the "Cattaraugus County Treasurer". **Cash Will Not Be Accepted.**

Applicants whose personal checks are returned for insufficient funds will not be considered as candidates for this exam or subsequent exams until such time as restitution is made. Applicants must record the Examination Number(s) and Title(s) on their checks. Refunds of fees will not be issued to applicants who are disqualified for not meeting the minimum qualifications for admittance to the examination, who file their application after the final filing date or who do not appear for testing on the scheduled test date. Therefore, Do Not Apply for an examination if you are not sure that you meet the minimum qualifications. Application fees shall be waived for candidates that are unemployed and primarily responsible for the support of a household or are receiving public assistance. Please contact this office for an Application Fee Waiver Request and Certification Form, or download from our website at:

<https://www.cattco.org/sites/default/files/hr/Application-Fee-Waiver.pdf>.

**Duties:** The incumbent is responsible for the coordination of the applications of a school district website. Under general supervision of the School Administrator responsible for Information Technology an incumbent of this class is involved in the content management of websites and graphics of the school district. Incumbents of this class work directly with outside vendors and internal Information Technology staff in the development and update of websites and applications to ensure that all information is current, accurate and accessible. The incumbent provides on-site support services, including training of other support staff. Work is performed under general supervision with leeway allowed for the use of independent judgement in carrying out the details of the work. A Website Operator does related work as required.

**Promotional Qualifications:** This examination is open to permanent employees of the Salamanca City Central School District who are holding, or who have held, the position of Data

Entry Operator for a period of at least two (2) years, and who meet the following qualifications:

- a. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree or higher in computer information systems or closely related field; OR
- b. Graduation from high school or possession of a high school equivalency diploma and two (2) years of the experience in entering, updating and/or verifying various types of data in a computerized database.

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:** In accordance with the Safe schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

**Note:** Experience as referenced above refers to full time paid experience. Paid experience gained on a part-time basis will be pro-rated to determine eligibility. Therefore, candidates must be specific when reporting number of hours worked.

**Subject of Examination:** A test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. **Fundamentals of PC systems** - These questions test for knowledge of basic concepts and terminology related to PC's. They cover such topics as PC and peripheral equipment; storage media; types of software used with PC's; and other associated terms and concepts.
2. **Use and operation of PC's and related peripheral equipment** - These questions are designed to test for technical knowledge and concepts relevant to the operation of a PC and associated peripheral equipment for word processing, spreadsheet analysis, database management, data communications and other applications. The questions asked are not specific to any vendor or any model of PC.
3. **Principles of providing user support** - These questions test for knowledge and skill in working in a user support situation. They cover such subjects as how to communicate effectively with users requesting help; how to deal with different types of situations; troubleshooting techniques; and how to gather, organize and make available technical information needed to provide support.
4. **Training users of computers** - These questions test for knowledge of techniques for using computers and approaches to training others to use them. They cover such subjects as use of computer hardware, software and applications; preparing and evaluating instruction materials; determining the level of trainees' knowledge and the use of computers to provide instruction and feedback. The questions on training depend upon good judgment and practical experience rather than knowledge of abstract principles.

**Test guide:** 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 'General Guide to Written Tests' helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>.

Candidates are **allowed** 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.

**Seniority Points** will be added to an eligible's score as follows, based on the date of permanent

appointment in the classified service of the Franklinville Central School District:

|                         |          |
|-------------------------|----------|
| Less than 1 year        | 0 points |
| 1 year up to 6 years    | 1 point  |
| 6 years up to 11 years  | 2 points |
| 11 years up to 16 years | 3 points |
| 16 years up to 21 years | 4 points |
| Over 21 years           | 5 points |

This examination is being prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules, and Regulations dealing with the preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.

Applications will be accepted up to ***October 25, 2019***, and may be obtained from the Cattaraugus County Civil Service website at: <https://www.cattco.org/human-resources/exam-info#application>.

### **Cattaraugus County - An Equal Opportunity Employer**

Issued: September 25, 2019

**PARTICIPATION IN MULTIPLE EXAMINATIONS:** If you have applied for both State and Local government examinations, you must take all your examinations at the State examination center. You will be advised by letter when and where to report for your examinations.

If you have applied for another local government examination with **another local civil service agency**, call or write each civil service agency to make arrangements. You must notify all government civil service agencies with whom you have filed an application of the test site at which you wish to take your examination.

**SATURDAY SABBATH OBSERVERS - HANDICAPPED PERSONS:** If special arrangements for testing are required, please indicate this on your application(s).

**CANDIDATES PLEASE NOTE:** Your application for this test is part of the examination process. Applications must be completely filled out with all pertinent information stated. The Commission does not refer to other applications on file for additional information. Applications which do not show training and/or experience to meet the minimum qualifications will be disapproved. Vagueness and ambiguity will not be resolved in your favor.

**VETERANS:** Disabled and non-disabled war veterans who are eligible for additional credits must submit an application for veterans' credits. Candidates who wish to claim veterans' credits on an examination should request an application and information sheet from the Cattaraugus County Civil Service Commission. Veterans' application forms will also be available upon request at the examination center. The completed forms must be received before the eligible list for the examination is established in order to utilize additional credits.

Effective January 1, 2014, War-time Veterans who previously used non-disabled veterans credits

for appointment or promotion and are subsequently certified by the Veteran's Administration as a disabled veteran may again be eligible for additional exam credits. To apply for subsequent disabled veteran credits, complete the Veteran Credit application and check the applicable box, additionally you are required to follow the directions below regarding Disabled Veterans credits.

Effective January 1, 1998, 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 examinations. 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 indicating that the service was in time of war, as defined in Section 85 of Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

In conformance with 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 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 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.