CATTARAUGUS COUNTY CIVIL SERVICE
HUMAN RESOURCES DEPARTMENT

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QUALIFIED INCUMBENT EXAMINATION

Updated October 15, 2026

This is a Qualified Incumbent Examination (QIE) for current eligible employees in approved HELP program titles under the jurisdiction of Niagara County Civil Service. In order to qualify, employees must be permanently employed in one of the following HELP program titles for at least six (6) months. Employes will be added to a QIE eligible list with a score of one hundred (100). Seniority and veterans' credits are not permitted for a QIE. The QIE is posted on a continuous basis and scores will be interfiled as employees become eligible.

Employees do not need to file an application for a QIE. Civil Service will monitor eligible employees' roster records and notify the employee's agency/department. The agency/department will nominate the employee, the employee will complete the QIE and Civil Service certify your name for permanent appointment in the competitive class.

This examination is administered pursuant to Civil Service Law and the Cattaraugus County Rules of the Classified Service, Rule XI.

Titles approved for inclusion in the HELP Program:

IN ALL CIVIL DIVISIONS AND AGENCIES

Account Clerk Typists (HELP Program)

Accountants (HELP Program)

Administrative Officers (HELP Program)

Administrative Secretaries (HELP Program)

Admissions Coordinators (HELP Program)

Aging Services Aides (HELP Program)

Aging Services Clerks (HELP Program)

Aging Services Specialists (HELP Program)

Apprentice Line Workers (HELP Program)

Assessment Data Clerks (HELP Program)

Assessor's Aides (HELP Program)

Assessor Trainees (HELP Program)

Assessors (HELP Program)

Assistant Engineers 1 (HELP Program)

Assistant Engineers 2 (HELP Program)

Assistant Street Maintenance Supervisors (HELP Program)

Assistants to Executive Director (HELP Program)

Assistant Shop Supervisors (HELP Program)

Behavior Management Coordinators (HELP Program)

Behavior Technicians (HELP Program)

Building Inspectors (HELP Program)

Clerks (HELP Program)

Code Enforcements Officers (HELP Program)

Communication Coordinators (HELP Program)

Confidential Secretaries (HELP Program)

Construction Managers (HELP Program)

Comptrollers (HELP Program)

Custodians (HELP Program)

Custodians – Buildings and Grounds Maintainers (HELP Program)

Data Collectors (HELP Program)

Data Entry Operators (HELP Program)

Digital Resources Support Specialists (HELP Program)

Directors of Facilities I (HELP Program)

Directors of Facilities II (HELP Program)

Directors of Facilities III (HELP Program)

Electrician's Assistants (HELP Program)

Emergency Services Dispatcher (HELP Program)

Engineering Technicians (HELP Program)

Family Support Workers (HELP Program)

Fiscal Officers (HELP Program)

Food Service Managers (HELP Program)

Grant Administrators (HELP Program)

Graphic Artists (HELP Program)

Head Custodians (HELP Program)

Head School Bus Drivers (HELP Program)

Health Administrators (HELP Program)

Health Education Assistants (HELP Program)

Home Delivered Meal Coordinators (HELP Program)

Human Resources Specialist Trainees (HELP Program)

Human Resources Specialists (HELP Program)

Information Technology Project Coordinators (HELP Program)

Information Technology Specialists (HELP Program)

Inservice Training Coordinators (HELP Program)

Junior Accountants (HELP Program)

Keyboard Specialists (HELP Program)

Keyboard Specialists II (HELP Program)

Labor Relations Specialists (HELP Program)

Library Assistants (HELP Program)

Library Clerks (HELP Program)

Line Workers (HELP Program)

Marketing Brand and Communication Specialists (HELP Program)

Medical Records Technicians (HELP Program)

Mental Health Therapists (HELP Program)

Microcomputer Specialists (HELP Program)

Nurse Caseworkers (HELP Program)

Office Managers (HELP Program)

Paralegal Assistants (HELP Program)

Paralegals (HELP Program)

Parent Advocates (HELP Program)

Personnel and Safety Trainers (HELP Program)

Personnel Assistants (HELP Program)

Personnel Coordinators (HELP Program)

Principal Account Clerks (HELP Program)

Principal Administrative Services Clerks (HELP Program)

Procurement Specialists (HELP Program)

Professional Engineers 1 (HELP Program)

Professional Engineers 2 (HELP Program)

Professional Engineers 3 (HELP Program)

Program Directors, Personalized Recovery Oriented Services (HELP Program)

Public Health Educators (HELP Program)

Public Health Emergency Preparedness Directors (HELP Program)

Public Information Specialists (HELP Program)

Real Property Analyst Assistants (HELP Program)

Records & Inventory Clerks (HELP Program)

Records Receiving and Inventory Clerks (HELP Program)

Recreation Center Assistants (HELP Program)

Registered Dieticians (HELP Program)

Resident Services Clerks (HELP Program)

Resources Specialists (HELP Program)

Secretaries to County Attorney (HELP Program)

Senior Account Clerk Typists (HELP Program)

Senior Accountants (HELP Program)

Senior Assessment Data Clerks (HELP Program)

Senior Data Collectors (HELP Program)

Senior Data Entry Operators (HELP Program)

Senior Maintenance Mechanics (HELP Program)

Senior Labor Relations Specialists (HELP Program)

Senior Safety Technicians (HELP Program)

Senior Water Meter Specialists (HELP Program)

Streets and Parks Supervisors (HELP Program)

Technical Support Specialists (HELP Program)

Transportation Clerks (HELP Program)

Transportation Services Planners (HELP Program)

Treasurers (HELP Program)

Victim Witness Coordinators (HELP Program)

Wastewater Treatment Plant Operators (HELP Program)

Wastewater Treatment Plant Operator Trainees (HELP Program)

Water Maintenance & Operations Workers (HELP Program)

Water Meter Specialists (HELP Program)

Water Treatment Plant Operators (HELP Program)

Water Treatment Plant Operator Trainees (HELP Program)

Wellness Coordinators (HELP Program)

Youth Bureau Program Coordinators (HELP Program)

COUNTY SERVICE

Administrative Data Officers (HELP Program)

Assistant Food Service Manager/Dietician Assistants (HELP Program)

Assistant Land Surveyors (HELP Program)

Deputy Directors of Aging and Youth Services (HELP Program)

Development Specialists (HELP Program)

Eligibility Workers (HELP Program)

Investigators (Risk Management) (HELP Program)

MDS Coordinators (HELP Program)

Medical Billing Clerks (HELP Program)

Motor Vehicle Representatives (HELP Program)

Paralegals (District Attorney) (HELP Program)

Personnel Assistants (HELP Program)

Personnel Schedulers (HELP Program)

Planners (HELP Program)

Principal Social Service Examiners (HELP Program)

Probation Administrative Officers (HELP Program)

Secretaries to County Attorney (HELP Program)

Secretaries to the Director (Department of Nursing Homes) (HELP Program)

Senior Investigators (Risk Management) (HELP Program)

Social Services Examiner Trainees (HELP Program)

Social Services Examiners (HELP Program)

Unit Supervisors (HELP Program)

CITY SERVICE – City of Olean

City Auditor (HELP Program)

Human Resources Managers (Cities) (HELP Program)

Human Resources Specialists (Cities) (HELP Program)

Senior Water Meter Specialists (HELP Program)

PUBLIC LIBRARY – Olean Public Library

Librarians I (HELP Program)

CITY SERVICE – City of Salamanca

City Administrators (HELP Program)

Human Resources Specialists (Cities) (HELP Program)

Human Resources Managers (Cities) (HELP Program)

SCHOOL SERVICE - In all School Districts and BOCES

Athletic Trainers (HELP Program)

Coordinators for Integration of Arts and Extracurricular Events (BOCES) (HELP Program)

Digital Project Technicians (BOCES) (HELP Program)

Food Service Managers (Schools) (HELP Program)

Grant Administrators (Schools) (HELP Program)

Human Resources Specialists (BOCES) (HELP Program)

Human Resources Specialists (Schools) (HELP Program)

Information Systems Administrators (Schools) (HELP Program)

School Business Executives (HELP Program)

School Lunch Managers (HELP Program)

School Security Guards (HELP Program)

Transportation Supervisor (HELP Program)

Website Technicians (BOCES) (HELP Program)

SOIL AND WATER CONSERVATION DISTRICT

Conservation District Agricultural Technicians (HELP Program)

Conservation District Environmental Specialists (HELP Program)

Conservation District Field Managers (HELP Program)

Conservation District Water Quality Technicians (HELP Program)