

**NIAGARA COUNTY CIVIL SERVICE**  
**111 Main Street – Suite G2, Lockport, New York 14094**  
**(716) 438-4071 Phone**  
**(716) 438-4077 Fax**

## **IMPORTANT EXAMINATION INFORMATION FOR CANDIDATES**

**ANNOUNCEMENTS & APPLICATION FORMS:** You can obtain exam announcements and applications from our office or on the County's web site, [www.niagaracounty.com](http://www.niagaracounty.com). 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 and are posted on the examination announcement. Send a check or money order payable to: **Niagara County Civil Service** and **write the examination number(s) on your check or money order**. An 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. **No refunds of application fees will be made if your application is disapproved.**

**FEE WAIVER:** Fees shall be waived for candidates who certify that they are **unemployed and primarily responsible for the support of a household**, or are receiving **public assistance**. In order to request a fee waiver you must complete a **"Request for Application Fee Waiver and Certification"** form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. You should read the Application Fee Waiver instructions to determine if you are eligible and what documentation you must submit to verify your eligibility. Forms are available in our office or at [www.niagaracounty.com](http://www.niagaracounty.com). All claims will be subject to verification and if not supported by appropriate documentation are grounds for the disapproval of the application.

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:** If you have applied for both State and local government examinations, you must make arrangements to take all your examinations at the State examination center by calling **(518) 474-6470 in the Albany area or toll free at 1-877-697-5627 [press 2, then press 1] no later than two weeks before the test date.**

If you have applied for another local government examination with another local civil service agency, call or write to each Civil Service Agency to make arrangements. You must make your request for these arrangements **no later than two weeks before the date of the examinations**. You must **notify all local government civil service agencies** with whom you have filed an application of the test site at which you wish to take your examination(s).

**BACKGROUND INVESTIGATION:** 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.

**ADMISSION NOTICE:** We usually review your application before the test to be sure that you qualify. Generally we 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 date of the exam, call 438-4071.**

**CHANGE OF ADDRESS OR STATUS:** **Notify this office immediately of any change of address or status** – out of town, vacation, hospital, etc. Indicate where you may be reached. When writing, give the number and title of the examination.

**SPECIAL ARRANGEMENTS:** Applicants who require special examination arrangements should inform the Niagara County Civil Service Office in writing at the earliest date possible before the written examination.

**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, check the box under "Religious Accommodation." 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 examination will be conducted for any member of the armed forces of the United States who has duly filed a timely application but who was deprived of the opportunity to compete in the scheduled exam 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:** Answering questions 7A – G means that you are requesting the extra credits. Do not answer the questions if you are not a war time active duty member of the armed forces or a War Time Veteran or if you do not want to request the extra credits. 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. These extra credits can be used only once for any permanent government employment in New York State. If you want to have these extra credits added to your exam score, you must answer the questions now. You can waive the extra credits later if you wish. You must submit documentation, such as discharge papers (DD214), to prove that you are eligible for the extra credits. If you are claiming credits as a disabled war veteran, you must submit written documentation certified by the Veterans Administration as being entitled to receive payments for a service-connected disability rated at ten (10) percent or more, incurred during a "Time of War". Disabled and non-disabled veterans as defined in Section 85, New York State Civil Service Law, will have ten (10) or five (5) points for open competitive exams and five (5) or two and one-half (2 1/2) for promotional exams, respectively, added to their earned scores if successful in the examination. 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.**

### **ADDITIONAL EXAMINATION CREDITS PURSUANT TO CIVIL SERVICE LAW SECTION 85-A**

Pursuant to 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 (10) 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 in writing of this matter when you submit your application for examination**. 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. However, no credit may be added after the eligible list has been established.

**NIAGARA COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF AGE, RACE, COLOR, RELIGION, GENDER, CREED, NATIONAL ORIGIN, PHYSICAL OR MENTAL DISABILITY, MARITAL STATUS, VETERANS STATUS, DISABLED VETERANS STATUS, OR STATUS AS A MEMBER OF ANY OTHER PROTECTED GROUP OR ACTIVITY IN ALL ASPECTS OF EMPLOYMENT.**