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Do you see yourself working for the local, state, and federal government? You'll have to take the civil service exam to do so. The civil service system in the New York State is among the largest in the US, with approximately 150,000 employees in state government and 320,000 in the local government. Here's all you need to know about the NYS Civil Service Exam. Why Should You Take the NYS Civil Service Exam? The civil service exams in New York State are meant to ensure that aspiring civil servants can succeed in government work. If you're able to pass the civil service exam, the government hiring agency will put your name on a list of jobs that you're eligible for. If a certain job has a civil service exam requirement, all applicants must take the test. After that, a testing committee will rank and present your scores to the recruiting body. This means that if you have a better score, you'll have more chances to stand out amidst hundreds of candidates. However, keep in mind that passing the civil service exam won't guarantee a job. It's because hiring bodies look at more than just your test scores. Format of the NYS Civil Service Exam There isn't a set format for NYS civil service exams. Your exam's content will be dependent on the type of job you're planning to apply to. Here are four general categories that your exam falls into: 1. Essay and Oral Exams Essay and oral exams can test your critical thinking capabilities and your ability to synthesize ideas into coherent and clear responses. 2. Experience and Training Evaluations Experience and training evaluations are supplemental to your overall application. You'll have to demonstrate evidence of your previous education, training, and professional experience. 3. Multiple-Choice Exams Most of the civil service exams consist of MC questions that the exam taker takes the exam by hand or via computer. 4. Job analysis and performance simulation Some of the job analysis and performance simulation tests are designed to simulate a specific situation in a rescue or simulation or take a typing test. When Do You Have to Take the Civil Service Exam? You'll have to take the civil service exam if you want a job in the local government or the state administration. Simply put, if the New York State or an agency run by the NYS pays your salary, you'll have to take the exam. In a civil service exam is for a job in NYS, but not all NYS jobs require you to take the civil service exam. To help you determine if the exam is a pre-requisite for your application, you must look at the job descriptions of different job postings on the StateJobsNY website. The exams focus on NYS Civil Service Exams 1. Police If you want to be a part of the NYS police department, you'll have to sit for and pass the civil service exam. The exam's content will be according to the New York municipality you reside in. 2. Firefighter To join the New York Fire Department, you'll need to take the civil service firefighter exam. The exam focuses on reading comprehension, arithmetic, situational judgment, and your ability to grasp and use information. For different municipalities, you may also have to clear a job simulation and performance exam. 3. NYS Courts If you'd like to be a part of the NYS courts as a court assistant, court clerk, or law librarian, you'll have to take a written civil service exam. Preparing to Take the NYS Civil Service Exam The NYS Department of civil service administers the NYS civil service exams. It's the department's responsibility to create and administer a range of different civil service exams each year. Following are four steps you must take to prepare for your NYS civil service exam well. 1. See If You Have to Sit for the Exam As we mentioned above, not all job vacancies in the New York State need you to sit for the civil service exam. In order to check if you must take the exam, review the job requirements of the job vacancies you're interested in applying for. 2. Check If You Really Meet the Minimum Conditions for it. Applying for a civil service job isn't as easy as signing up for the test and applying for the job. Before you sign up for the test, you must ensure that you're qualified to even apply for it. The qualification requirements change based on the type of job you're applying for, but you'll have to show that you've received adequate training in the field or that an undergraduate degree. 3. Register for the Exam Once you know that you need to take the exam and are prepared for it, you must sign up for the civil service exam before the registration deadline. Every civil service exam has a distinct fee and date. You can get all the information about it on the NYS civil service website. 4. Get Ready for the Exam After registration, it all comes down to your exam preparation. The format and content of the exam will outline how you'll prepare for it. You'll need to study specific topics or put a portfolio together. Note that your score in this exam will affect your chances of landing your dream civil service job. Are you Looking to Prepare for NYS Civil Service Exam? Civil Service Success offers preparatory classes for NYS civil services so that you can pass your civil service exam with flying colors! Whether you're planning to Prepare for NYC Firefighter Exam, NYS Court Officer Exam, or Suffolk county civil service test, we've got you covered. We've been preparing aspiring civil servants for the past four decades. We're well aware of the exams' ins and outs, and our course content is the best one you'll find anywhere. Contact us today and let us be your guide to success. GENERAL INFORMATION - PLEASE READ CAREFULLY When the examination is prepared and rated by the New York State Department of Civil Service in accordance with 23.2 of the Civil Service Law, the administration of this examination, including rating and review, is governed by the provisions of New York State Civil Service Rules and Regulations. The passing grade for this examination is 70. APPLICATIONS: Candidates, may apply online for exams with a "login" button. Candidates wishing to obtain a hard copy may print the application, by visiting www.orangecountygov.com, or by visiting the Department of Human Resources between normal business hours. For applicants not able to print a copy or visit this office, you may request a paper application by sending a self-addressed, stamped, legal-sized envelope to the Orange County Department of Human Resources at 255 Main Street, Goshen, NY 10924. HOW TO APPLY: If applying by US Postal Mail, completed applications must be postmarked no later than the last filing date shown on the front of this announcement or, if not mailed, must be received in the Department of Human Resources no later than 4:59 PM on the last filing date established for this examination. Candidates applying online by 11:59 p.m. eastern standard time, the last filing date shown on the front of this announcement. It is recommended that you not wait until the last moment to apply in case a problem may arise during your submission process. The burden of ensuring a timely application is placed solely on the candidate. The date imprinted by a postage meter is NOT construed as a postmark. The application is part of the testing process. It must be completely filled out, with all pertinent information provided, or disapproval may result. Reference is not made to applications already on file. False or deliberately exaggerated statements may result in disqualification. Do not submit a resume in lieu of an application. Ambiguity and vagueness will not be resolved in your favor. If your application is disapproved, you will be so notified and given an opportunity to submit qualifying information. Failure to furnish such information or other requested information within the time frame specified may be cause for disapproval. Applications faxed or emailed to this office will not be accepted. APPLICATION PROCESSING FEE: An application processing fee as specified on the front of this announcement must accompany the application. A check or money order payable to the Commissioner of Finance is the only acceptable form of payment if applying by mail or in person. Write the examination number and your social security number on the check or money order. Do not send cash. Online exam application submission requires a debit/credit card payment or an approved fee waiver. As APPLICATION PROCESSING FEES ARE NOT REFUNDABLE, you are urged to compare your qualifications carefully with the requirements for admission and file only for those examinations for which you are clearly qualified. APPLICATION PROCESSING FEE WAIVER: Application processing fees may be waived for those candidates who are unemployed and primarily responsible for the support of a household. Individuals who can be claimed as a dependent on any other person's tax return are NOT eligible for waiver as head of household. In addition, fees may be waived if you are a volunteer in the minimum qualifications is based upon the presumption of a thirty-five (35) hour workweek. Part-time experience is pro-rated, unless otherwise specified on this announcement. Unpaid, verifiable volunteer experience may be substituted for an equivalent amount of the required experience unless the minimum qualifications specify otherwise. To be credited as experience of the type specified in the qualifications, the major function and primary emphasis of the duties performed must be of that type. Duties incidental to a person's job may not be credited. An applicant who has falsified or misrepresented any information, or who is found to lack any of the established requirements for admission to the exam or for appointment from the resultant eligible list, may be denied the opportunity to be examined. After examination, such a candidate may not be included on the eligible list, or may be removed or restricted from the eligible list. CREDENTIALS: Only college transcripts may be used to demonstrate possession of claimed post-secondary academic credentials. Thirty (30) credit hours equals one year of college in evaluating a candidate's qualifications. Foreign post-secondary educational achievement must be independently evaluated to ascertain equivalency to education attained in the United States. ADMISSION TO EXAM: Accepted candidates will be notified by letter approximately one week prior to the exam date when and where to appear for the exam. You should call this office if you do not receive a notice three days prior to the exam. You may not be admitted to the exam room without official notice, or more than one half hour after an exam has begun. Unless otherwise notified, candidates are permitted to use quiet, hand-held, solar or battery operated basic calculators. Cell phones, programmable or graphing calculators and devices with typewriter keyboards, spell-checkers, personal digital assistants, address books, language translators, dictionaries and any electronic and/or communication device (e.g., smart watch, Fitbit, iPad, tablet, headphones, etc.) or any similar devices are strictly prohibited. You may NOT bring books or other reference materials. SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES: Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance from the State Education Department is required. BACKGROUND INVESTIGATION: Applicants may be required to undergo extensive investigation of criminal history and background, which will include a fingerprint check, to determine suitability for appointment. Costs related to such investigation may be borne by the applicant. Failure to meet the standards of investigation may result in disqualification. ELIGIBLE LIST: Eligible lists will be established on the basis of passing grades received by the candidates in the competitive portions of the examination. Medical, physical and other appropriate non-competitive qualifying tests may be conducted as the need for certification from the eligible list may require. The resulting eligible list will be used to fill appropriate vacancies as they occur in the agencies listed on the face of this announcement. Lists resulting from promotion exams are certified first. VETERANS: Non-disabled and disabled war veterans who are eligible for additional credits added to an earned passing score must submit an application for veterans credits in conjunction with each application filed. Candidates who wish to claim veterans credits should request an application and information sheet from this office, or from the monitor at the examination site. Completed forms, including proof of war service (Form DD-214), must be received before the eligible list for the examination is established. An applicant currently in the Armed Forces may request and receive additional credit, but must meet all criteria for such credit prior to its use. CHANGE OF ADDRESS: It is the candidate's responsibility to notify this department of any changes of name and/or address. Please include examination number on all correspondence. RESIDENTIAL PREFERENCE: There is no residence requirement for exam, unless specified on the front of this announcement. Preference in appointment from open-competitive lists may be given to residents of the jurisdiction making the appointment. In accordance with law or resolution, you may be required to become a resident to secure appointment. All appointments will be made pursuant to applicable laws including but not limited to NYS Public Officers Law and the local laws of Orange County. ADDITIONAL EXAMINATION CREDIT TO CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY: Children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional credit 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 exam 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. A candidate claiming such credit has a minimum of two months from the application deadline to provide documentation to verify additional credit eligibility. No credit may be added after the eligible list has been established. NEPOTISM: Executive Order #1 of 1983 holds that no one in the immediate family of anyone employed by Orange County Government shall hold a position of employment in direct line of supervision as his or her relation. EQUAL OPPORTUNITY: It is the County's policy to ensure equal employment opportunities to all county employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, military or veteran status, sexual orientation or any other protected characteristic or conduct in accordance with applicable federal, state and local laws. WARNING: Anyone found unlawfully possessing or disclosing questions or answers from civil service exams, or giving or taking test information from another candidate during the exam, or anyone found taking a civil service exam for someone else or enlisting another person to take an exam for another, will be subject to being disqualified from that exam and may be barred from taking any further exam with the Orange County Department of Human Resources and may be subject to other penalties as prescribed by law. For further information call or visit: Orange County Department of Human Resources 255 Main Street Goshen, NY 10924 (Tel: 845-291-2707) Hours: 9:00 A.M. to 5:00 P.M. Monday through Friday Website: www.orangecountygov.com Email: CivilServiceExams@orangecountygov.com This area contains Frequently Asked Questions we've received at StateJobsNY. How can I get a state job? Important Update: New York State recently implemented a program to temporarily waive the examination requirement for nearly all jobs. Under the New York Hiring for Emergency Limited Placement Program Statewide or NY HELPS Program, jobseekers must meet the jobs' minimum qualifications and any other conditions of employment. Most New York State jobs require that an applicant take and pass an appropriate civil service examination in order to qualify as a candidate for employment. These exams are the first step in the process, and are specific to a job or a class of jobs (for example, there might be a specific test for an air conditioning mechanic, but one clerical test might suit for 10 or 12 different titles), and are scheduled as a previous eligible list ages or diminishes with new hires. Civil service examinations are scheduled and resultant eligible lists are administered by the NYS Department of Civil Service. The Department also administers the civil service exam system for a number of localities (e.g., counties and cities) within the state. Examinations are given when a future need for employees in that particular occupation (or occupational group) is anticipated. Where do I find information about the civil service exams available? You can always find a link to a list of the Department's currently scheduled examinations on the left side of our home page ( ). This page offers several categories of examinations. Here are some of the links you'll find on the Department's Examinations page: "Open to All Qualified Individuals" means that you do not need to be an existing state employee to take the test. Each examination announcement includes a "Minimum Qualifications" section, and you need to meet these qualifications in order to take the test. Typically, these exams are for entry into state service, and you will need to take further tests in order to be promoted. "Open to State Employees" means that these are promotional tests for existing state employees. State employees are eligible to take any other test for which they meet the minimum qualifications, in addition to promotional examinations. "Continuous Recruitment Examination Announcements" means that exams in this field are being given on a periodic basis, and you can apply at any time, as long as you meet the minimum qualifications. "Online Training and Experience Examinations" are tests for which you apply online, and answer an exhaustive questionnaire about your education and work experience. When an agency identifies a vacancy for one of these titles, the agency fills out a questionnaire about what qualifications they need candidates to possess. The department matches the agency's needs with the qualifications of available candidates, and a list of eligible candidates is generated. "Test Guides and Resource Booklets" are provided by Civil Service for select examinations, to provide information on the types and formats of test questions. "Tentative Examination Schedule" lists the tests that have been scheduled, the dates they will be held, and the deadlines for applications. I have some questions about some of the examination announcements I've seen. Where can I call to get answers? Civil service examinations are administered by the NYS Department of Civil Service. You can find a list of the department telephone numbers for examination information on our website at contacts of the NYS Department of Civil Service site. What happens after I take the civil service examination? The Department of Civil Service reviews your exam and assigns a score. This score — presuming you have passed the exam — will determine how quickly you are contacted by an agency with a vacancy for that position. Agencies that request an "eligible list" from the department will be provided with individuals who have achieved one of the top three scores for the exam, and agencies must select from among candidates with the top three scores. The list is winnowed in this way, with higher-scoring individuals being canvassed and hired before lower-scoring individuals. If your score is low (relative to the scores attained by other test-takers), you may not be called in for an interview until the list is nearly exhausted, or the list may expire before your grade is reached. Except for high-demand occupations, the eligible list will usually expire in one year. If your score is high, an agency with a vacancy may send you a "canvas letter," which asks various questions about your availability to fill the vacancy, and providing a deadline for the return of that information. Many agencies will ask for your resume at this time. The canvas letter is not an offer of a job. You may complete all the information, attach a resume, and return your canvas letter by the deadline, but still not be contacted. After the deadline has been reached, the agency will sort through all the resumes received and call a number of individuals in for interviews, and in some cases, for follow-up interviews. You should NEVER quit an existing job until you have a firm commitment from the hiring agency, preferably in writing. Once you are hired, you will have to successfully serve a probationary period in order to become a permanent employee. At that time, you will be able to take promotional exams, or apply for jobs in different parts of your agency, or in other agencies. I have heard that Agency X has a vacancy for a particular position, but it's not on your list. Why? And where can I find out about it? Agencies participate in StateJobsNY on a voluntary basis. Some agencies do not participate at all, and for non-participating agencies, where possible, we've tried to include links to the employment opportunity pages on individual agency websites. If you still cannot find information on the vacancy you're interested in, you can call Agency X's personnel office to inquire. Most state agencies are listed in the blue pages of your local telephone directory. If you have any questions, please contact the Department of Civil Service PIO by email. For all of our civil service exams, we will provide you with immediate, tentative results at the end of your test. Once scores are official, we post the list of all candidates who pass, ranked in order of score. Finally, we email your official results, when the results list is established. Checking the Status of Your Exam You can call 212-669-1357, log into your account online in the Online Application System, or visit our open data portal to check the status of an exam or list. Scores remain active for up to four years. What if You Disagree With Your Results? For all multiple-choice tests, you have the opportunity to challenge the exam answer key during a protest review session and appeal the score for any of the tests that make up the exam. You can find more information about the protest review session and the process in our protest procedures. For more information on the appeal process, you can download a checklist of steps to appeal your score through the Online Application System. This web-based resource provides examination score information to job seekers. The Eligible List Management System (ELMS Online) is a centralized resource for jobseekers that provides lists of passing candidates for New York State civil service examinations. This list of passing candidates, also known as an eligible list, ranks candidates in score order to determine who is eligible for appointment. This web-based resource provides examination score information to job seekers. The Eligible List Management System (ELMS Online) is a centralized resource for jobseekers that provides lists of passing candidates for New York State civil service examinations. This list of passing candidates, also known as an eligible list, ranks candidates in score order to determine who is eligible for appointment. A candidate's score determines their ranking on the eligible list and how quickly they may be contacted by a state agency with a vacancy for that position. Candidates who have taken a state civil service examination may log-in to ELMS Online to view examination scores, update contact information, and identify geographic preferences for certain positions. For Frequently Asked Questions about ELMS Online, please visit the FAQ page. My List Information You will need a Personal NY.gov ID to access this section. If you do not have a Personal NY.gov ID, please create an account. If you are having trouble creating a personal NY.gov account or experiencing issues signing into our website, please use another browser other than Internet Explorer (IE), such as Google Chrome, Firefox - Mozilla, or Microsoft Edge. Contact InformationListsScore NoticesDeclinationsList PreferencesRequest InactivationCanvases By NumberBy NameBy Job Title ELMS Online does not contain all eligible list information. Scores for local civil service examinations are maintained by each respective municipal civil service agency. For eligible list information resulting from examinations conducted by another state agency (decentralized examinations), please contact the state agency to which you submitted your examination application. For managed placement lists or eligible lists resulting from examinations that match your education and experience to a specific position being filled, please call the phone number provided on the managed placement list page. Agencies For a list of all New York State agencies, visit the agencies page. Geographic Areas For the purposes of list certification, New York State is divided into 14 geographic areas. The chart below indicates each of these areas and their respective counties. Some eligible lists can only be used to fill positions in a specific area or group of areas. Depending on the salary grade(s) of the titles being filled from the eligible list you are on, you may be active in all geographic areas, or active in a specific geographic area. When viewing a list, if the area column contains a number(s) that indicates the area(s) where that eligible list can be used. Use the table below to identify geographic areas by number. Area/Counties 0 Albany, Columbia, Fulton, Greene, Montgomery, Rensselaer, Saratoga, Schoenectady, Schenectady, Warren, Washington 1 Clinton, Essex, Franklin, Hamilton 2 Herkimer, Jefferson, Lewis, Oneida, Oswego, St. Lawrence 3 Broome, Cayuga, Chenango, Cortland, Madison, Onondaga, Otsego, Tioga, Tompkins 4 Chemung, Livingston, Monroe, Ontario, Schuyler, Seneca, Steuben, Wayne, Yates 5 Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans, Wyoming 6 Delaware, Dutchess, Orange, Putnam, Sullivan, Ulster 7 Rockland, Westchester 8 Nassau, Suffolk 9 Bronx 10 New York (Manhattan) 11 Queens 12 Kings (Brooklyn) 13 Richmond (Staten Island) Contact Us If you have questions about ELMS Online or your eligible list status, please email the List Maintenance Unit at EmploymentRecords@cs.ny.gov or contact: List Maintenance Unit Department of Civil Service Albany, NY 12239 Q. How is my examination scored?A. The New York State Civil Service Commission designs, prepares and scores the civil service examinations used by the Westchester County Department of Human Resources. Effective June 1996, the New York State Civil Service Commission expanded the use of a scoring methodology called band scoring which groups similar scores together. Band scoring facilitates the assessment of candidate performance on written tests in a more realistic manner than the traditional individualized scoring formulas and is used for both open-competitive and promotional examinations. In band scoring methodology for open-competitive examinations, the number of correct answers (the raw score) determines which band is applied for a final score. An individual band scoring table is prepared for each examination. Veteran's credits are added after the band has been applied. A candidate does not move from pass to fail or from fail to pass as a result of band scoring. The typical scoring formula used in promotional examinations adds seniority credits to the raw score before the band is applied. Veteran's credits are added after the band has been applied. Neither the seniority nor veteran's credits can be used to enhance a failing score. This web-based resource provides examination score information to job seekers. The Eligible List Management System (ELMS Online) is a centralized resource for jobseekers that provides lists of passing candidates for New York State civil service examinations. This list of passing candidates, also known as an eligible list, ranks candidates in score order to determine who is eligible for appointment. A candidate's score determines their ranking on the eligible list and how quickly they may be contacted by a state agency with a vacancy for that position. 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Completed forms, including proof of war service (Form DD-214), must be received before the eligible list for the examination is established. An applicant currently in the Armed Forces may request and receive additional credit, but must meet all criteria for such credit prior to its use. CHANGE OF ADDRESS: It is the candidate's responsibility to notify this department of any changes of name and/or address. Please include examination number on all correspondence. RESIDENTIAL PREFERENCE: There is no residence requirement for exam, unless specified on the front of this announcement. Preference in appointment from open-competitive lists may be given to residents of the jurisdiction making the appointment. In accordance with law or resolution, you may be required to become a resident to secure appointment. All appointments will be made pursuant to applicable laws including but not limited to NYS Public Officers Law and the local laws of Orange County. ADDITIONAL EXAMINATION CREDIT TO CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY: Children of firefighters and police officers killed in the line of duty shall be entitled to receive an additional credit 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 exam 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. A candidate claiming such credit has a minimum of two months from the application deadline to provide documentation to verify additional credit eligibility. No credit may be added after the eligible list has been established. NEPOTISM: Executive Order #1 of 1983 holds that no one in the immediate family of anyone employed by Orange County Government shall hold a position of employment in direct line of supervision as his or her relation. EQUAL OPPORTUNITY: It is the County's policy to ensure equal employment opportunities to all county employees and applicants for employment without regard to race, color, religion, sex, national origin, age, disability, military or veteran status, sexual orientation or any other protected characteristic or conduct in accordance with applicable federal, state and local laws. WARNING: Anyone found unlawfully possessing or disclosing questions or answers from civil service exams, or giving or taking test information from another candidate during the exam, or anyone found taking a civil service exam for someone else or enlisting another person to take an exam for another, will be subject to being disqualified from that exam and may be barred from taking any further exam with the Orange County Department of Human Resources and may be subject to other penalties as prescribed by law. For further information call or visit: Orange County Department of Human Resources 255 Main Street Goshen, NY 10924 (Tel: 845-291-2707) Hours: 9:00 A.M. to 5:00 P.M. Monday through Friday Website: www.orangecountygov.com Email: CivilServiceExams@orangecountygov.com This area contains Frequently Asked Questions we've received at StateJobsNY. How can I get a state job? Important Update: New York State recently implemented a program to temporarily waive the examination requirement for nearly all jobs. Under the New York Hiring for Emergency Limited Placement Program Statewide or NY HELPS Program, jobseekers must meet the jobs' minimum qualifications and any other conditions of employment. Most New York State jobs require that an applicant take and pass an appropriate civil service examination in order to qualify as a candidate for employment. These exams are the first step in the process, and are specific to a job or a class of jobs (for example, there might be a specific test for an air conditioning mechanic, but one clerical test might suit for 10 or 12 different titles), and are scheduled as a previous eligible list ages or diminishes with new hires. Civil service examinations are scheduled and resultant eligible lists are administered by the NYS Department of Civil Service. The Department also administers the civil service exam system for a number of localities (e.g., counties and cities) within the state. Examinations are given when a future need for employees in that particular occupation (or occupational group) is anticipated. Where do I find information about the civil service exams available? You can always find a link to a list of the Department's currently scheduled examinations on the left side of our home page ( ). This page offers several categories of examinations. Here are some of the links you'll find on the Department's Examinations page: "Open to All Qualified Individuals" means that you do not need to be an existing state employee to take the test. Each examination announcement includes a "Minimum Qualifications" section, and you need to meet these qualifications in order to take the test. Typically, these exams are for entry into state service, and you will need to take further tests in order to be promoted. "Open to State Employees" means that these are promotional tests for existing state employees. State employees are eligible to take any other test for which they meet the minimum qualifications, in addition to promotional examinations. "Continuous Recruitment Examination Announcements" means that exams in this field are being given on a periodic basis, and you can apply at any time, as long as you meet the minimum qualifications. "Online Training and Experience Examinations" are tests for which you apply online, and answer an exhaustive questionnaire about your education and work experience. When an agency identifies a vacancy for one of these titles, the agency fills out a questionnaire about what qualifications they need candidates to possess. The department matches the agency's needs with the qualifications of available candidates, and a list of eligible candidates is generated. "Test Guides and Resource Booklets" are provided by Civil Service for select examinations, to provide information on the types and formats of test questions. "Tentative Examination Schedule" lists the tests that have been scheduled, the dates they will be held, and the deadlines for applications. I have some questions about some of the examination announcements I've seen. Where can I call to get answers? Civil service examinations are administered by the NYS Department of Civil Service. You can find a list of the department telephone numbers for examination information on our website at contacts of the NYS Department of Civil Service site. What happens after I take the civil service examination? The Department of Civil Service reviews your exam and assigns a score. This score — presuming you have passed the exam — will determine how quickly you are contacted by an agency with a vacancy for that position. Agencies that request an "eligible list" from the department will be provided with individuals who have achieved one of the top three scores for the exam, and agencies must select from among candidates with the top three scores. The list is winnowed in this way, with higher-scoring individuals being canvassed and hired before lower-scoring individuals. If your score is low (relative to the scores attained by other test-takers), you may not be called in for an interview until the list is nearly exhausted, or the list may expire before your grade is reached. Except for high-demand occupations, the eligible list will usually expire in one year. If your score is high, an agency with a vacancy may send you a "canvas letter," which asks various questions about your availability to fill the vacancy, and providing a deadline for the return of that information. Many agencies will ask for your resume at this time. The canvas letter is not an offer of a job. You may complete all the information, attach a resume, and return your canvas letter by the deadline, but still not be contacted. After the deadline has been reached, the agency will sort through all the resumes received and call a number of individuals in for interviews, and in some cases, for follow-up interviews. You should NEVER quit an existing job until you have a firm commitment from the hiring agency, preferably in writing. Once you are hired, you will have to successfully serve a probationary period in order to become a permanent employee. At that time, you will be able to take promotional exams, or apply for jobs in different parts of your agency, or in other agencies. I have heard that Agency X has a vacancy for a particular position, but it's not on your list. Why? And where can I find out about it? Agencies participate in StateJobsNY on a voluntary basis. Some agencies do not participate at all, and for non-participating agencies, where possible, we've tried to include links to the employment opportunity pages on individual agency websites. If you still cannot find information on the vacancy you're interested in, you can call Agency X's personnel office to inquire. Most state agencies are listed in the blue pages of your local telephone directory. If you have any questions, please contact the Department of Civil Service PIO by email. For all of our civil service exams, we will provide you with immediate, tentative results at the end of your test. Once scores are official, we post the list of all candidates who pass, ranked in order of score. Finally, we email your official results, when the results list is established. Checking the Status of Your Exam You can call 212-669-1357, log into your account online in the Online Application System, or visit our open data portal to check the status of an exam or list. Scores remain active for up to four years. What if You Disagree With Your Results? For all multiple-choice tests, you have the opportunity to challenge the exam answer key during a protest review session and appeal the score for any of the tests that make up the exam. You can find more information about the protest review session and the process in our protest procedures. For more information on the appeal process, you can download a checklist of steps to appeal your score through the Online Application System. This web-based resource provides examination score information to job seekers. The Eligible List Management System (ELMS Online) is a centralized resource for jobseekers that provides lists of passing candidates for New York State civil service examinations. This list of passing candidates, also known as an eligible list, ranks candidates in score order to determine who is eligible for appointment. This web-based resource provides examination score information to job seekers. The Eligible List Management System (ELMS Online) is a centralized resource for jobseekers that provides lists of passing candidates for New York State civil service examinations. This list of passing candidates, also known as an eligible list, ranks candidates in score order to determine who is eligible for appointment. A candidate's score determines their ranking on the eligible list and how quickly they may be contacted by a state agency with a vacancy for that position. Candidates who have taken a state civil service examination may log-in to ELMS Online to view examination scores, update contact information, and identify geographic preferences for certain positions. For Frequently Asked Questions about ELMS Online, please visit the FAQ page. My List Information You will need a Personal NY.gov ID to access this section. If you do not have a Personal NY.gov ID, please create an account. If you are having trouble creating a personal NY.gov account or experiencing issues signing into our website, please use another browser other than Internet Explorer (IE), such as Google Chrome, Firefox - Mozilla, or Microsoft Edge. Contact InformationListsScore NoticesDeclinationsList PreferencesRequest InactivationCanvases By NumberBy NameBy Job Title ELMS Online does not contain all eligible list information. Scores for local civil service examinations are maintained by each respective municipal civil service agency. For eligible list information resulting from examinations conducted by another state agency (decentralized examinations), please contact the state agency to which you submitted your examination application. For managed placement lists or eligible lists resulting from examinations that match your education and experience to a specific position being filled, please call the phone number provided on the managed placement list page. Agencies For a list of all New York State agencies, visit the agencies page. Geographic Areas For the purposes of list certification, New York State is divided into 14 geographic areas. The chart below indicates each of these areas and their respective counties. Some eligible lists can only be used to fill positions in a specific area or group of areas. Depending on the salary grade(s) of the titles being filled from the eligible list you are on, you may be active in all geographic areas, or active in a specific geographic area. When viewing a list, if the area column contains a number(s) that indicates the area(s) where that eligible list can be used. Use the table below to identify geographic areas by number. Area/Counties 0 Albany, Columbia, Fulton, Greene, Montgomery, Rensselaer, Saratoga, Schoenectady, Schenectady, Warren, Washington 1 Clinton, Essex, Franklin, Hamilton 2 Herkimer, Jefferson, Lewis, Oneida, Oswego, St. Lawrence 3 Broome, Cayuga, Chenango, Cortland, Madison, Onondaga, Otsego, Tioga, Tompkins 4 Chemung, Livingston, Monroe, Ontario, Schuyler, Seneca, Steuben, Wayne, Yates 5 Allegany, Cattaraugus, Chautauqua, Erie, Genesee, Niagara, Orleans, Wyoming 6 Delaware, Dutchess, Orange, Putnam, Sullivan, Ulster 7 Rockland, Westchester 8 Nassau, Suffolk 9 Bronx 10 New York (Manhattan) 11 Queens 12 Kings (Brooklyn) 13 Richmond (Staten Island) Contact Us If you have questions about ELMS Online or your eligible list status, please email the List Maintenance Unit at EmploymentRecords@cs.ny.gov or contact: List Maintenance Unit Department of Civil Service Albany, NY 12239 The passing rate for the Civil Service Exam in all levels is 80%. This means that you have to get at least 80% to pass the test. Getting a score below that rating simply means you failed the test and need to retake the exam. How are NYS civil service exams scored? Typically, a band score covers a range of scores and bands are reported in five point increments. This method of scoring is called band scoring. Example: A range of raw scores from 45 to 47 are assigned a band score of 80. If you received a raw score of either 45, 46 or 47, your final score would be 80. How do I know if I passed the civil service exam? Whether you passed or failed in the last Civil Service Exam, you can now see your Civil Service Exam rating using the Online Career Service Examination Result Generation System (OCSERGS). Is it hard to pass the Civil Service Exam? As a whole, the civil service exam is relatively easier compared to UPCAT or similar exams. However, to answer all the questions correctly, you need time. And there's the rub: Most people fail because time is just not enough. That's why it's important to take practice tests. How many passed the Civil Service Exam 2022? 12,179 examinees of the total 70,833 actual number of examinees nationwide, 12,179 examinees or 17.19% passed the test. In terms of level of exam, 9,651 out of 36,980 individuals who took the Professional test hurdled the exam, translating to a passing rate of 16.94%. What is the passing score of 170? You need to get a minimum rating of 80% for you to pass the cse-ppt. For example, the professional level has 170 questionnaires. This means that you need to get 136 correct items to pass the said exam. On the other hand, the subprofessional level has a total of 165 questionnaires. How do I check my NY State test scores? The new NYC Schools Account (NYCSA) Portal will allow you to: See your students grades, test scores and more in My Student. How long does it take for Civil Service Exam results NY? It generally takes from 90-120 days for examination results to be processed and scores to be provided to candidates. Candidates can now monitor whether an eligible list is established or their status on an existing eligible list by going to ELMS Online and following the instructions provided. How many times can take Civil Service Exam? There shall be no limit to the number of times one can take the Career Service Examination (CSE), both for Professional and Sub-Professional levels, the Civil Service Commission (CSC) announced.

