

PLEASE POST CONSPICUOUSLY

MADISON COUNTY PERSONNEL/CIVIL SERVICE  
COUNTY OFFICE BUILDING  
WAMPSVILLE, NEW YORK

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**#65-208 GEOGRAPHIC INFORMATION SYSTEM AIDE**  
**(Open Competitive)**

**DATE OF EXAMINATION:**  
May 14, 2016

**APPLICATIONS ACCEPTED UNTIL:**  
March 25, 2016

**APPLICATIONS MUST BE RECEIVED OR POSTMARKED BY APPLICATION DEADLINE.**

**A NON-REFUNDABLE AND NON-TRANSFERABLE PROCESSING FEE MUST  
ACCOMPANY EACH APPLICATION - \$15.00 MONEY ORDER ONLY  
PAYABLE TO MADISON COUNTY TREASURER**

**Since application fees are non-refundable, you are urged to carefully compare your qualifications with the requirements for admission and file only for those examinations for which you are clearly qualified.**

***If you are a Madison County employee in a position represented by the CSEA White Collar Unit, you are not required to submit a processing fee under the current negotiated agreement.***

**SALARY:** \$14.95/hour (2016 Hire Rate)

**VACANCIES:** The eligible lists established as a result of these examinations will be used to fill present and future vacancies as they occur in the Madison County Treasurer's Office.

**RESIDENCY:** There are no residency requirements for this examination. Preference in certification may be given to successful candidates who have been legal residents of Madison County for at least one month prior to the date of certification.

**MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:** If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, 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 tests at one test site. All examinations for positions in State government will be held at a State examination center.

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for assisting in the effective operation and maintenance of the Geographic Information System. The work requires the accurate plotting and mapping of property lines on a tax map. The work is performed under the general supervision of the Director of Real Property Tax Services or designee with leeway allowed for the exercise of independent judgement. The incumbent does related work as required.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and one year of full-time paid general clerical experience, or its part-time equivalent, which shall have involved the operation of a personal computer and related peripheral equipment.

**NOTE:** Study in a regionally accredited or New York State registered college with a concentration in Business Administration, Secretarial Science or closely related field, may be substituted for the experience on a year-for-year basis.

**PRE-PLACEMENT PHYSICAL AND CONTROLLED SUBSTANCES SCREENING:** When you are offered a full-time permanent or contingent permanent appointment at Madison County, you will be required to complete a pre-placement physical examination and controlled substance screening prior to employment.

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

1. **Understanding and Interpreting Maps, Aerial Photography, Survey Data and Other Source Material Used in Map Construction** - These questions test for the ability to read, analyze and perform computations based on cartographic drawings, site plans, survey notes and mapping-related written presentations, and for knowledge of the terminology and principles involved in reading and working with aerial photographs, including scale conversion and focal point computations.
2. **Computer-Assisted Mapping, Including Geographic Information System (GIS) Applications** - These questions test for knowledge of the concepts, terminology, and proper procedures to use when creating and revising maps and site plans utilizing GIS and computerized mapping software.
3. **Arithmetic Computations, Including Basic Geometric Figures** - These questions test for the ability to perform calculations involving addition, subtraction, multiplication, and division, and will include the use of fractions, decimals, and percentages and the calculation of the perimeter and area of basic geometric shapes.

Unless otherwise notified, ***candidates are permitted to use quiet, hand-held, solar or battery powered calculators.*** Cell phones, devices that may be connected to a computer, 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 books or other reference materials.

**OTHER INFORMATION FOR CANDIDATES:** The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information contained in the publication “How to Take a Written Test” helpful in preparing for this test. This publication is available online at: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm).

**NOTE:** Bring positive identification to the written examination such as a driver's license, passport or student identification which contains a photo and your signature. Candidates will not be admitted without the proper identification.

**APPLICATIONS:** May be obtained and must be filed in the Madison County Personnel/Civil Service Department, County Office Building, P.O. Box 636, Wampsville, NY 13163. Phone (315) 366-2341. [Applications](http://www.madisoncounty.ny.gov) can also be downloaded at the Personnel Department's website [www.madisoncounty.ny.gov](http://www.madisoncounty.ny.gov). Applications must be received or postmarked no later than 5:00 p.m. on the last filing date.

**APPLICATION FEE WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification. If you can verify eligibility for application fee waiver, 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 may call/write the Madison County Personnel/Civil Service Department, P.O. Box 636, Wampsville, NY 13163; (315) 366-2341 or you can download the form from the Madison County Personnel Department's website: [www.madisoncounty.ny.gov](http://www.madisoncounty.ny.gov).

**TIME AND PLACE OF EXAMINATION:** Accepted candidates will be notified by letter when and where to appear for this examination. If notice of acceptance or disapproval is not received at least three days prior to the examination date, please call this office at (315) 366-2341.

The written test is being prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations dealing with the rating of examinations will apply to the written test.

**ADDITIONAL EXAMINATION CREDIT TO CHILDREN OF DEPUTY SHERIFFS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY:** In conformance with section 85-a of the Civil Service Law, children of deputy sheriffs 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 deputy sheriff 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.

**VETERAN'S CREDIT:** Veterans or disabled veterans who are eligible for additional credit must submit an application for veteran's credit with their application for examination or at any time between the dates of their application for examination and the date of the establishment of the resulting eligible list. [Applications](#) for veteran's credit are available from this office. Veteran's credit can only be added to a passing score on the examination.

Candidates currently in the armed forces may 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 credit.

**THOSE REQUIRING RELIGIOUS ACCOMODATIONS, DISABLED PERSONS AND MILITARY PERSONNEL CALLED TO ACTIVE DUTY: IF SPECIAL ARRANGEMENTS FOR TESTING ARE REQUIRED, INDICATE THIS ON YOUR APPLICATION FORM.**

**BE SURE TO ENTER YOUR SOCIAL SECURITY NUMBER ON YOUR APPLICATION WHEN YOU FILE. QUALIFIED CANDIDATES MUST BRING THEIR SOCIAL SECURITY NUMBER TO THE EXAMINATION AS THIS WILL BE USED AS THEIR IDENTIFICATION NUMBER IN THE EXAMINATION.**

ISSUED: February 24, 2016

Eileen M. Zehr  
Madison County  
Personnel Officer

MADISON COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER