

# TOMPKINS COUNTY CIVIL SERVICE VACANCY

Inclusion Through Diversity



## OPEN TO THE PUBLIC

Tompkins County Department of Human Resources Office  
125 E. Court Street  
Ithaca, NY 14850  
(607) 274-5526

Tompkins County is an Equal Opportunity/Affirmative Action employer. Minorities and women are encouraged to apply

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**TITLE:** School Bus Attendant

**SALARY:** Varies by hiring authority

**LOCATION:** Various school districts throughout Tompkins County (except Ithaca City School District).

**ISSUE DATE:** 02/15/17

**RESIDENCY:** : Candidates must have been legal residents of Tompkins County or one of the six adjoining counties (Cayuga, Chemung, Cortland, Schuyler, Seneca, Tioga) for at least one month immediately preceding the date of application and maintain residency. For Examinations: The eligible list resulting from the examination will be established in accordance with the final earned numerical ratings of passing candidates regardless of residence. A municipality or district may exercise its right under section 23-4-a. of Civil Service Law to request a certification of eligible candidates who have been residents of that municipality or district for at least one month prior to appointment. After the names of residents have been exhausted, Tompkins County must then certify the names of non-residents on the list.

### LOCATION OF POSITIONS/VACANCIES:

This is a continuous recruitment post. Any active opportunities will be posted below:

**Dryden Central School District SBA Subs needed.** Run times vary. Dryden School Supplemental Application also required. Support documents such as letter of interest and resume desired. To obtain the Dryden School Supplemental Application go to: [www.dryden.k12.ny.us](http://www.dryden.k12.ny.us)

### MINIMUM QUALIFICATIONS:

- (a) Graduation from High School or possession of a high school equivalency diploma, OR
- (b) Four years of full-time paid (or equivalent part-time and/or volunteer) experience working with students, OR
- (c) Any combination of training and experience equal to or greater than that defined in (a) or (b) above.

**SPECIAL REQUIREMENTS:** At the time of appointment, the candidate:

- Must be at least 19 years of age.
- Must be physically able to qualify (post-offer of employment but prior to service) on a performance test consisting of: climbing and descending bus steps, carrying or dragging students in an emergency bus evacuation situation (125pounds of dead weight) and exiting yourself quickly through an emergency door.
- The employee must have completed three-hours of pre-service instruction as prescribed by the NYSED Commissioner.

### ON-GOING REQUIREMENTS:

- Must participate in, and qualify on, all additional training as required.
- Must be physically able to re-qualify on a biennial basis on the above-mentioned physical performance test.

- Dependent on the student's IEP, may be required to possess current and valid CPR and First Aid certification and maintain these certifications for the duration of employment.

**DISTINGUISHING FEATURES OF THE CLASS:** An employee filling this position is responsible for assisting the school bus driver in the safe transportation of student(s) assigned. The work is performed under the general supervision of the assigned driver with overall supervision by the transportation supervisor. The school bus attendant will follow specific duties/expectations outlined in the assigned student(s) individual education plan (IEP) as well as other duties/expectations as required. If the incumbent is serving student(s) with a disabling condition, the employee must successfully complete the New York State Education Department's (SED) mandated training and testing within one year of appointment. If hired after July 1, 2003, and serving student(s) with a disabling condition, the candidate must complete the mandated training and testing requirements before the candidate can assume this position.

**TYPICAL WORK ACTIVITIES:**

Assist student(s) with entering, securing, and exiting the school vehicle as required by the student's IEP.  
Administer Cardiopulmonary Resuscitation (CPR) when required and seek emergency medical help when needed.  
Provide necessary First Aid and other health measures as required and seek emergency medical help when needed.  
Provide appropriate discipline and control of the student(s) as necessary.  
Develop and maintain an appropriate record of student activities while in your care.

**KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:**

Thorough knowledge relating to the special needs of assigned student(s);  
Ability to properly assist student(s) with entering, securing, and exiting the school vehicle.  
Ability to develop written documentation on assigned student(s) to assist the administrative staff in determining that proper transportation and safety measures are provided.  
Ability to qualify and maintain current and valid documentation verifying your ability to provide CPR (as provided by the student's IEP), First Aid and other required health emergency skills.  
Insure that confidentiality of information is maintained.  
Good judgment is required.  
The employee's physical condition shall be commensurate to the demands of the position.

Originally created 12/2003

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## FURTHER INFORMATION AND INSTRUCTIONS

Falsification of any part of the "Application for Employment" will result in disqualification.

Accepted candidates will be notified when and where to appear for the examination. If you do not receive your notice to appear at least three days before the date of the written examination, call Tompkins County Department of Human Resources at 274-5526. If an application is disapproved, due notice will be sent. This department does not make formal acknowledgment of the receipt of an application or take responsibility for non-delivery or postal delay.

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications will be disapproved.

**ACTIVE MILITARY PERSONNEL, VETERANS OR DISABLED VETERANS** desiring to claim additional credit will request the Veterans Credits application form, at any time between the date of application for examination(s) and the date of the establishment of the resulting eligible list. You must meet the requirements set by NYS for these credits and they may be used only once. **YOU MAY NOT CLAIM ADDITIONAL CREDITS AFTER THE ELIGIBLE LIST HAS BEEN ESTABLISHED. IT IS THE CANDIDATE'S RESPONSIBILITY TO REQUEST THE VETERANS CREDIT APPLICATION FORMS AND TO SUBMIT THESE FORMS AND ANY SUPPORTING PAPERWORK BEFORE THE ELIGIBLE LIST IS ESTABLISHED.**

Tompkins County's written examinations are prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations, which deal with the rating and review of the examinations apply.

The duration of the eligible lists may be fixed for a minimum of one and a maximum of four years and may be extended beyond four years if there has been a restriction against the filling of vacancies in that title.

The candidates must complete a separate "Application for Employment" for each open-competitive and/or promotional examination that the candidate is eligible to take.

All experience required meeting the acceptable training and experience is full-time experience. (Part-time experience will be credited on a prorated basis).

Appointment from an eligible list must be made from the top three candidates willing to accept the appointment.

Tompkins County is an Equal Opportunity Employer. As part of its efforts to provide employment opportunities to the physically handicapped, Tompkins County Civil Service has adopted a rule permitting the employment of qualified physically handicapped persons without competitive examination (pursuant to Section 55 of Civil Service Law). If you meet the minimum qualifications for this position and wish to know more about this rule, please contact the Tompkins County Department of Human Resources Office.

Unless otherwise notified, candidates are permitted to use quiet, hand-held, and 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. You may not bring books or other reference materials.

**CROSS-FILING - APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE:** When applying for examinations across multiple jurisdictions - all of which are scheduled on the same day - you must submit a Tompkins County Cross-Filing Form. This form must be submitted no later than 4:30 PM on the final filing date of the examination. On this form, list each examination that you are taking and then tell us where you would like to sit. The purpose is to ensure that all of the test materials for the various examinations that you are taking will be available in one location. If you do not provide the cross-filing form to us by the final filing date, we cannot ensure that we can accommodate your desire to cross-file. If any of the examinations are State level examinations, you must sit at the State test center. You will still need to complete the Tompkins County cross-filing form. If sitting at the State site, the State will notify you of when and where to report for your examination(s) and you should bring all admittance letters to the State site. If you are not taking a State examination, bring all admittance letters to your chosen testing site. If you have any question please call Tompkins County Department of Human Resources Department (607) 274-5526. The Cross File form is located at <http://www.tompkins-co.org/personnel/CivilSrvForms/index.html>

**FOR RELIGIOUS ACCOMMODATION AND HANDICAPPED PERSONS:** If special arrangements for testing are required, please indicate this on your application.

**ALL CANDIDATES FOR EMPLOYMENT FOR POSITIONS IN SCHOOL DISTRICTS AND BOCES GOVERNED BY TOMPKINS COUNTY CIVIL SERVICE MAY HAVE THE FOLLOWING SPECIAL REQUIREMENT. 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 FOR EMPLOYMENT FROM THE STATE EDUCATION DEPARTMENT IS REQUIRED.**

In conformance with Section 85-a of the Civil Service Law, children of firefighters and police officers killed in the line of duties 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 firefighter or police officer killed in the line of duties 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.

**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.

TOMPKINS COUNTY PERSONNEL DEPARTMENT, 125 EAST COURT STREET, ITHACA, NY 14850