

TOMPKINS COUNTY CIVIL SERVICE EXAMINATION

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

TITLE: Audio-Visual Technician

EXAM NO: 69493

SALARY: \$20.30/hr

LOCATION: Trumansburg Central School

EXAM DATE: 09/29/18

ISSUE DATE: 08/01/18

THE FINAL DATE TO FILE APPLICATIONS: 08/16/18

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 09/30/18

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:

There is currently one full-time position in the title of Audio Visual Technician located at Trumansburg Central School. The eligible list resulting from this open competitive examination may be used to fill any full-time, part-time or temporary vacancies the may occur during the life of the eligible list.

MINIMUM QUALIFICATIONS:

- (a) Graduation from a regionally accredited or New York State registered two year college with an associates degree in information technology, electrical engineering, electrical technology or related field **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) experience in the repair of audio-visual equipment; **OR**
- (b) Graduation from high school or possession of a high school equivalency diploma **AND** four years of full-time paid (or the equivalent part-time and/or volunteer) experience in the repair of audio-visual equipment; **OR**
- (c) Any equivalent combination of training and experience equal to or greater than that described in (a) and (b) above.

DISTINGUISHING FEATURES OF THE CLASS:

This is technical work involving responsibility for the repair, maintenance and operation of a variety of audio-visual, microcomputer, communications, access control and security equipment. Work is performed under general supervision of the Director of Facilities and/or Director of Information Technology, allowing wide leeway for the exercise of independent technical judgment. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Installs, troubleshoots, repairs and rebuilds computer hardware, network hardware, network software, system software and application software for devices that include, but not limited to personal computers, tablets, smartphones, printers, projectors and interactive displays.
- Repairs, adjusts, calibrates and cleans all audio-visual equipment;
- Tunes circuits and corrects mechanical difficulties on audio-visual equipment;
- Installs and maintains communication systems including but not limited to public address, district wide clock systems, and telephone systems;
- Install, troubleshoot and repairs access control and security systems.
- Install, troubleshoot and repairs the districts wireless network system
- Repairs, adjusts and calibrates the districts theatrical sound and lighting system.
- May demonstrate and instruct students and teachers in the use of all of the aforementioned district systems.;
- Provides telephone support for computer and audiovisual problems;
- Keeps records and makes reports as required.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Good knowledge of the repair and maintenance of television, microcomputer and other audio-visual equipment;
- Good knowledge of the principles of electronics and their application to the repair of equipment and systems;
- Good knowledge of the tools, terminology, and safety precautions involved in the repair of audio-visual, microcomputer and communications equipment;
- Good knowledge of the installation, maintenance, and repair of electrical systems;
- Ability to ascend and descend heights (i.e., climb stairs and ladders, personnel lifts, etc.) and have agility and freedom of movement;
- Good knowledge of the theory of sound projections;
- Possession of sufficient motor skills, manual dexterity and hand/eye coordination (or otherwise demonstrate the ability) to adequately perform the duties of the job;
- Dependability, initiative, resourcefulness, and good judgment are required;
- Willingness to respond to emergencies;
- Possess strong customer service skills.

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Complete Scope of the examination and Expanded subtest descriptions:

1. Basic electronics, including electrical and electronic circuitry, schematics and wiring diagrams

These questions test for knowledge of the concepts, principles, and practices involved in basic electronics, including electrical and electronic circuitry, schematics, and wiring diagrams; and may include such areas as the concepts of voltage, current, and resistance; the identification and function of circuit and solid state components; and the ability to interpret electrical and electronic schematics and wiring diagrams.

2. Use of electronic test equipment

These questions test for knowledge of the principles and practices involved in the use of electronic test equipment, including identification and proper selection of electronic test equipment.

3. Repair, maintenance, and operating characteristics of electronic equipment

These questions test for knowledge of the operating characteristics, proper maintenance, troubleshooting, and repair of electronic equipment.

4. Operation, maintenance, and repair of personal computers and related equipment

These questions test for knowledge of the operating principles of personal computer systems and related peripheral equipment, including appropriate troubleshooting, maintenance, and repair procedures for these systems and this equipment.

5. Installation, maintenance and repair of computer networks

These questions test for knowledge of the principles and practices involved in the installation, maintenance and repair of computer network systems, and may include such areas as computer system and computer network operating procedures and terminology, system hardware, cabling, network set-ups, and troubleshooting network problems.

6. Operation and maintenance of televisions, videotape recording systems and other audio visual equipment

These questions test for knowledge of the operating principles involved with television, video tape, and related audio-visual systems and equipment, including appropriate troubleshooting, maintenance, and repair procedures for these systems and equipment.

The New York State Department of Civil Service has not prepared a test guide for this examination. However, candidates may find information in the publication "How to take a written test" helpful in preparing for this test. This publication is available on line at: <https://www.cs.ny.gov/testing/testguides.cfm>

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