

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: Transportation Assistant

EXAM NO: 64927

SALARY: \$15.40/hr.

EXAM DATE: 06/01/19

ISSUE DATE: 04/10/19

THE FINAL DATE TO FILE APPLICATIONS: 04/25/19

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 06/02/19

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.

THE USE OF A QUIET HAND HELD CALCULATOR WILL BE ALLOWED FOR THIS EXAMINATION.

LOCATION OF POSITION:

There is currently one vacancy in the title of Transportation Assistant, located at Newfield Central School. The eligible list resulting from this open competitive examination may be used to fill any full-time, part-time or temporary vacancy that may occur during the life of the eligible list.

MINIMUM QUALIFICATIONS:

1. Completion of a one-year certificate program in Secretarial Science or a closely related field **AND** one-year full-time paid (or the equivalent part-time and/or volunteer) clerical experience in an office; **OR**
2. Graduation from high school or possession of a high school equivalency diploma **AND** two years of full-time paid (or the equivalent part-time and/or volunteer) clerical experience in an office setting; **OR**
3. Six years of full-time paid (or the equivalent part-time and/or volunteer) clerical experience in an office setting; **OR**
4. Any combination of training and experience equal to or greater than that specified in (a), (b), or (c) above.

NOTE #1: Depending on the school district, an incumbent in this position may be required to serve as a substitute school bus driver and/or attendant on occasion or drive a regular school bus route. If this is a requirement of the school district, an appointee will be required to obtain all mandatory requirements that include a New York State Commercial Drivers License Class B with both P and S endorsement and a New York State Education Department school bus driver and/or attendant Certification prior to the end of the probationary period.

NOTE #2: An incumbent in this position may be required to serve as a trainer/examiner. If this is a requirement of the school district, an appointee will be required to obtain all mandatory requirements that include New York State Department of Motor Vehicle and Traffic Law Certification under Article 19-A, prior to the end of the probationary period.

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DISTINGUISHING FEATURES OF THE CLASS:

This position assists the transportation supervisor in the safe and efficient operation of the transportation program in the district. The work involves independently performing complex and confidential clerical operations in relation to maintaining department and personnel records and preparing correspondence. The work also involves assistance with dispatching drivers, corresponding with drivers using two-way radio equipment, and helping to ensure that all school district buses/vehicles are staffed with appropriately qualified drivers following established routes and prepared time schedules. The position does not involve supervision of staff or direction of the repair and maintenance of school buses. The work is performed under the direct supervision of the Transportation supervisor with leeway for the use of independent judgment. Depending on the school district in which employed, the incumbent may be required to substitute as a school bus driver and/or attendant or drive a regularly scheduled bus route. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES: {Illustrative only}

Assists the transportation supervisor, and other pertinent assigned staff, in the development of bus routes and trip vacancy posting notices;

Assists with dispatching drivers to assigned vehicles, bus routes, and extra trip routes;

Assists the transportation supervisor in assigning substitute school bus drivers and attendants as required;

Processes correspondence regarding bus routing and scheduling, designation of bus stops, transportation personnel, student bus discipline, and other items as needed;

Assists in the preparation of the annual transportation budget;

Operates two-way radio equipment to inform bus drivers of emergency conditions, route variations, and to assist bus drivers with issues/needs that may occur during their routes;

Assists the Transportation supervisor in overseeing compliance with policies of the school district and department;

Uses a personal computer word processing and data base system to assist the Transportation supervisor in preparing various reports, maintain routing data, payroll, confidential staff employment and training records, and other computer and clerical office functions as required;

Answer the telephones taking and forwarding messages and responding in an appropriate manner;

Receives, opens and distributes transportation mail as appropriate;

Assists the Transportation supervisor in the preparation and processing of purchase orders;

Assists in fueling fleet buses and vehicles when other pertinent assigned staff are not available;

May be required to do training and testing of school bus drivers and attendants; (see note below)

Depending on the school district, may be required to substitute as a school bus driver and/or attendant or drive a regularly scheduled bus route.

KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS:

Through knowledge of the computer systems and software and how to use them;

Good Knowledge of standard transportation methods and the operation of buses;

Good knowledge of the geography of the district;

Good Knowledge of safety procedures;

Good Knowledge of the New York State Motor Vehicle Law and applicable regulations of the Public Service Commission as they relate to school bus operation;

Ability to organize and conduct driver training and safety courses for school bus drivers and attendants if required;

Ability to maintain records and to prepare correspondence utilizing a variety of office equipment and tools;

The employee's physical condition shall be commensurate with the demands of the position.

Complete Scope of the examination and Expanded subtest descriptions:

1. Bus driver recordkeeping and scheduling

A test that requires candidates to work with simple records using general record-book or card-type formats. Questions are based on given records, which usually must be completed by the candidate before the questions can be answered. In order to answer all questions in this subtest correctly, the candidate generally must:

a. Follow written directions to understand the purpose and use of the record, and to understand the question; b. Make correct entries in appropriate sections of the record; c. Identify which entries are required to answer the question.

A knowledge of bookkeeping, account keeping, or other technical information or terminology is not necessary to answer these questions. A knowledge of simple arithmetic functions may be required.

2. Customer service

These questions test for knowledge of techniques used to interact with other people, to gather and present information, and to provide assistance, advice and effective customer service in a courteous and professional manner. Questions will cover such topics as understanding and responding to people with diverse needs, perspectives, personalities, and levels of familiarity with agency operations, as well as acting in a way that both serves the public and reflects well on your agency.

3. Following directions (maps)

These questions test your ability to follow physical/geographic directions using street maps or building maps. You will have to read and understand a set of directions and then use them on a simple map.

4. Operation of two-way radios including procedures and terms

These questions test for knowledge of the principles and practices involved in the operation of a two-way radio and may include such areas as the proper procedures to use when operating a two-way radio, and the standard terminology used when transmitting

and receiving messages over a two-way radio system.

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.â-

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