

# 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

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**TITLE:** Data Collector

**EXAM NO:** 20601

**SALARY:** Hire Rate: \$18.72 per hour

**TYPE OF EMPLOYMENT:** Full-time

**EXAM DATE:** 09/09/19

**ISSUE DATE:** 07/29/19

**THE FINAL DATE TO FILE APPLICATIONS:** 08/13/19

**DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING:** 09/06/19

**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 Data Collector located at the Tompkins County Assessment Department. The eligible list resulting from this Open Competitive decentralized examination may be used to fill any full-time, part-time, or temporary vacancies that may occur during the life of the eligible list.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma.

**SPECIAL REQUIREMENTS:**

Appointees will be required to possess a valid New York State Driver's License to operate a motor vehicle or otherwise demonstrate the ability to meet the transportation needs of the job.

**DISTINGUISHING FEATURES OF THE CLASS:**

This is an entry level technical position involving responsibility for collecting the data used in the assessment of real property or for transportation planning and analysis. The work is primarily performed in the field although some office work is involved. In the Assessment Department, this class differs from that of Assistant Assessor in that no decisions are made with regard to the assessed value. The work is performed under the direct supervision of the Assistant Director of Assessment in the Assessment Department or the Transportation Planning Director in the Planning Department. The incumbent will perform all related duties as required.

#### **TYPICAL WORK ACTIVITIES OF THE ASSESSMENT POSITION:**

Locates property based on information from deeds and tax maps;  
Collects, verifies or corrects information on residential, farm and vacant land in accordance with the procedures and definitions contained in the data collection manual;  
Makes field inspections and lists physical characteristics of lands, buildings and improvements of real property, including observations on physical conditions, both interior and exterior, quality of kitchens and bathrooms, observations on land types, size, soil conditions and utility;  
Takes measurements and records information with respect to foundations, basement areas, walls, floors, roofing, interior finishing, heating, lighting, and other related matters;  
Records neighborhood characteristics and conditions and special information pertinent to the specific property;  
Under guidelines established by the Senior Assessor, collects inventory information on commercial or apartment properties;  
Processes all information gained for entry into computer files to be used by Real Property Appraisers;  
Updates data on all parcels currently on file;  
Maintains a variety of records and reports;  
Answers questions received from the public by telephone and in person.

#### **TYPICAL WORK ACTIVITIES OF THE PLANNING POSITION:**

Performs ridership and traffic counts for busses and roads, including installation and maintenance of necessary equipment;  
Makes field inspections of roadways for capacity, condition and other characteristics as appropriate;  
Records neighborhood characteristics and conditions pertinent to the transportation infrastructure of the County;  
Processes all information gathered for entry into computer files to be used by the Transportation Analyst;  
Updates data as directed by the Transportation Planning Director;  
Provides assistance to the I-TCTC planning efforts as directed;  
Researches and collects outside data as directed.

#### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS FOR THE ASSESSMENT DEPARTMENT:**

Working knowledge of the laws and regulations governing the evaluation of property for assessment purposes;  
Ability to effectively work with and serve a diverse local community;  
Ability to inspect and collect information on real property;  
Ability to read deeds and maps for locating property;  
Ability to make arithmetic computations involving fractions, decimals, algebra and geometry with speed and accuracy;  
Ability to deal with the public;  
Ability to prepare a variety of records and reports;  
Ability to follow oral and written instructions;  
Willingness to work under adverse weather conditions;  
Willingness to perform work requiring physical effort such as walking, climbing and bending;  
Accuracy, integrity, tact, good judgment;  
Physical condition commensurate with the demands of the position.

#### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS FOR THE PLANNING DEPARTMENT:**

Working knowledge of the transportation methodology necessary to perform the tasks assigned;  
Ability to collect data on all forms of transportation in the County;  
Ability to work with computer spreadsheet and word processing programs;  
Ability to make arithmetic computations involving fractions, decimals, averages, percentages, algebra and geometry with speed and accuracy;  
Ability to deal with the public;  
Ability to prepare a variety of records and reports;

Ability to follow oral and written instructions;  
Willingness to work under adverse weather conditions;  
Accuracy, integrity, tact, good judgment;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma.

**SPECIAL REQUIREMENTS:**

Appointees will be required to possess a valid New York State Driver's License to operate a motor vehicle or otherwise demonstrate the ability to meet the transportation needs of the job.

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**This examination is being prepared and rated in accordance with Section 23(2) of the Civil Service Law. The provisions of the New York State Civil Service Law, Rules, and Regulations dealing with the preparation and rating of examinations, as well as establishment and certification of eligible lists for positions in the classified service will apply to this examination.**

**SCOPE OF THE EXAMINATION AND EXPANDED SUBTEST DESCRIPTIONS:**

**1. RECORD KEEPING:**

These questions evaluate your ability to perform common record keeping tasks. The test consists of two or more "sets" of questions; each set concerning a different problem. Typical record keeping problems might involve the organization or collation of data from several sources; scheduling; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages and percents.

**2. CLERICAL OPERATIONS WITH LETTERS AND NUMBERS:**

These questions test your skills and abilities in clerical operations involving, comparing, checking and counting. The questions require you to follow the specific directions given for each question which may involve alphabetizing, comparing, checking and counting given groups of letters and/or numbers.

**TESTING FORMAT:**

**This decentralized examination may be given in a written form or it may be administered on a personal computer (PC). The preferred method is computerized testing on a PC in our testing facility. The Personnel Office will select the testing format and candidates will be notified by letter or e-mail no later than 7-10 days before the examination. Examinations will be administered on weekdays; other testing days may be arranged as necessary. Tompkins County reserves the right to terminate this continuous recruitment program and re-establish the periodic announced date type of examination.**

## 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