

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: Senior Weigh Scale Operator

EXAM NO: 64778

SALARY: \$20.74 per hour - 2019 Hire Rate

EXAM DATE: 10/19/19

ISSUE DATE: 08/29/19

THE FINAL DATE TO FILE APPLICATIONS: 09/13/19

DATE THAT THIS ANNOUNCEMENT SHOULD BE REMOVED FROM POSTING: 10/20/19

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 IS ALLOWED FOR THIS EXAMINATION.

LOCATION OF POSITION:

There is currently one vacancy in the title of Senior Weigh Scale Operator located in the Tompkins County Department of Recycling and Materials Management. The eligible list resulting from this open competitive 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:

- (a) Graduation from a regionally accredited or New York State registered two-year college or university with an Associate's Degree in accounting, clerical, business or closely related field; **OR**
- (b) 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) experience in data entry, clerical or accounting; **OR**
- (c) Any combination of training and experience equal to or greater than that specified in (a) and (b) above.

SPECIAL REQUIREMENT:

Must obtain a valid Weigh Master's License within one month of hire date.

DISTINGUISHING FEATURES OF THE CLASS:

This is a moderately difficult position involving the supervision of the weigh scale operations at the Tompkins County Recycling and Solid Waste Center (RSWC). This work may require decision-making as to methods to be used. The incumbent exercises moderate autonomy and independent judgment when performing the financial and operational related duties associated with the Department of Recycling and Materials Management. The activities are performed under the direct supervision of the Deputy Director. The Senior Weigh Scale Operator is considered a "lead position" and may supervise one or more subordinate staff. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

- Supervises scale operations by instructing, assigning and reviewing work and prepares monthly scheduling of scale house staff;
- Ensures computer software is operating properly;
- Operates weigh scales, including reading weight of vehicles;
- Input data into personal computer, including permit numbers, type of load, origin of load, payment type, and destination;
- Collects payments, operates cash register, makes change, issues receipts;
- Analyzes weigh scale and monitors traffic for safe and efficient operations;
- Prepares and reviews documents and reports for accuracy, completeness, processes and conformity with established procedures and makes appropriate determinations;
- Ensures scales, computer, and equipment in the scale house are in good working order;
- Conveys information on what types of materials and items are acceptable at RSWC to all customers in a courteous, professional manner;
- Provides routine information orally about disposal and recycling;
- Interacts with Recycling & Solid Waste Center staff by coordinating outbound material loads;
- Interacts with outside contractors to trouble shoot scale problems, coordinating preventative Maintenance;
- Ensures all vehicles entering the facility for purposes of disposing trash possess and display a permit as required by the County;
- Assures that all loads are covered, and implements fines accordingly;
- Open and close entrance and exit gates;
- Keep inside and outside of scale area clean & free of debris;
- Maintains a safe and orderly working environment;
- Makes bank deposits as needed and completes required logs.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Working knowledge of waste and recycling types, and knowledge of what materials are acceptable at RSWC;
- Skill in directing customers in a non-confrontational manner;
- Ability to work an irregular work week (work week will include Saturday);
- Will work designated holidays with commensurate time off;
- Ability to be courteous and tactful;
- Ability to get along well with others;
- Ability to exercise self-control with irate persons;
- Ability to do regular repetitive tasks;
- Ability to operate a personal computer, utilizing specialized software and spread sheets;
- Ability to handle case inflows and outflows;
- Ability to accurately perform arithmetic computations involving fractions, decimals, and percentages;
- Ability to prepare and analyze financial data and reports, and conduct monetary transactions in an accurate and efficient manner;
- Ability to organize and maintain accurate records and files;
- Ability to use and maintain good judgment;
- Ability to be dependable in meeting conditions of work schedule;
- Ability to make bank deposit when needed;
- Work involves reaching, sitting, standing, walking and repetitive motion;
- The employee is expected to demonstrate punctuality and attention to detail;
- The employee's physical and mental condition shall be commensurate with the demands of the position, either with or without reasonable accommodations.

PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:

Physical

The employee must be able to sit for extended periods of time within a standard eight-hour work day. Other types of physical effort are minimal with the exception of the occasional requirement to lift boxes of office supplies and paper goods up to twenty pounds.

The incumbent's visual acuity must be sufficient to enable him or her to see and accurately work with information on a computer screen, with or without reasonable accommodations. As a result, this position requires a moderate amount of visual effort. The employee's hearing must be sufficiently acute to enable him or her to hear, understand and carry out verbal instructions, with or without accommodations. The employee must have the physical ability to manipulate a computer keyboard and other types of office equipment. This would require a moderate level of precision, manual dexterity, operating knowledge and/or skill. These fine motor skills include adequate hand/eye coordination and the full use of fingers, hands and arms to perform the essential functions of this job, or otherwise demonstrate the ability to perform these essential functions.

Mental

The work involves moderate demands from unpredictable fluctuations in work volume, frequent interruptions, regular changes in priority.

Environmental

Environmental factors include the ability to work closely and cooperatively in close physical proximity with others. He or she may occasionally be required to work alone. The work is performed indoors in a temperature controlled environment, however, the window of the booth are open a majority of the time so heat, cold, humidity, odors, noise, etc., are factors that are significant to this job. This would constitute moderate exposure to disagreeable environmental conditions. Prompt and regular work attendance is required. As a result, the employee is required to meet the transportation requirements necessary to get to this job. The employee will be exposed to dust, odors and unsanitary conditions. As a result, there is minimal risk of moderate injury or illness.

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Complete Scope of the examination and Expanded subtest descriptions:

Name and number checking

These questions test for the ability to distinguish between sets of words, letters, and/or numbers that are almost exactly alike. Material is usually presented in two or three columns, and you will have to determine how the entry in the first column compares with the entry in the second column and possibly the third. You will be instructed to mark your answers according to a designated code provided in the directions.

Operations with Letters and Numbers

These questions test for skills and abilities in operations involving alphabetizing, 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.

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.

Test guide:

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 'General Guide to Written Tests' 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