

Issue Date: 1/9/2024

Franklin County Personnel Department Announces

OPEN COMPETITIVE EXAMINATION for
SOFTWARE PROGRAM COORDINATOR #85-013

TESTING LOCATION: FRANKLIN COUNTY COURT HOUSE

EXAMINATION DATE: 3/23/2024

LAST DATE TO FILE: 2/9/2024

Filing Fee: \$10.00 - Non-Refundable (See Filing Fee Section)

Make check or money order payable to: Franklin County Personnel Office

Franklin County is an Equal Opportunity Employer

Calculators are: **ALLOWED (See Calculator Section)**

County Website: www.franklincountyny.gov

If you fail to receive an admission letter at least one week prior to the exam date, please contact this office. It is your responsibility to notify this office of any address change, phone numbers, etc. by submitting a "Civil Service Notification of Change Form" to the Personnel Office.

BASE SALARY: Varies with municipality

VACANCIES: None at present, eligible list established as a result of this examination will be used to fill full-time/part-time present and future vacancies that may occur in Franklin County departments, towns, villages, and school districts under the jurisdiction of the Personnel Officer during the life of the list. Vacancies are expected to occur from time to time. Appointing authorities may give preference to legal residents of their jurisdiction when making appointments.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

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.

CELL PHONES OR ELECTRONIC/COMMUNICATION DEVICES AT THE TEST SITE:

Do **NOT** bring cell phones, beepers, headphones, or any electronic or other communication devices to the test site. The use of such devices at the test site in the test room, hallways, restrooms, building, grounds, or other areas could result in your disqualification.

IMPORTANT NOTE: YOUR ADDRESS MUST BE KEPT CURRENT WITH THIS OFFICE, AS NO CORRESPONDENCE WILL BE FORWARDED.

RIGHT TO REQUEST CONSIDERATION OF PROMOTIONAL EXAM: In accordance with Civil Service Law Section 51-3, any employee who believes that a promotion examination should be held for filling any vacancy in this title may submit to the Franklin County Personnel Office a request, in writing, for a promotion examination, stating their reasons why it is practicable and in the public interest to fill the vacancy by promotion examination.

RESIDENCY: Candidates must have been a legal resident of the County of Franklin or a resident of a jurisdiction within Franklin County for at least 30 days immediately preceding the date of the written test. Preference in certification may be given to residents of the various jurisdictions.

MULTIPLE EXAMINATIONS SCHEDULED FOR THE SAME DAY:

If you have applied to take a written test announced by either one or several local jurisdictions (county, town, city) scheduled to be held on the same test date as this written test, you must notify each of the local jurisdictions no later than two weeks before the test date, so arrangements can be made for taking all tests at one test site. All examinations for positions in State government will be held at the State examination center.

FRANKLIN COUNTY REQUIREMENTS FOR MULTIPLE EXAMINATIONS:

If you have applied for multiple examinations for both State and/or Local, you must fill out the cross-filer application no later than two weeks before the date of the examinations, with exam titles and numbers of other than Franklin County examinations. The form is on the County Website, under Exam Announcements-Forms & General Information.

Exam announcement continued for:

Software Program Coordinator #85-013

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for training and instructing school district personnel using various administrative and student management software applications. The incumbent provides technical assistance in the use of administrative and student management software applications including grade and attendance reporting. The focus of this position pertains to administrative and student management software applications and does not generally include financial or instructional software applications. The work is performed under the direct supervision of a higher level Software Program Coordinator. The incumbent exercises no supervision. The incumbent does related work as required.

NOTE: Unless otherwise noted, experience credited towards meeting the minimum qualifications must be full time (30 hours per week or more) paid work experience. Volunteer or part-time experience will only be credited if specified on the exam announcement.

MINIMUM QUALIFICATIONS: *(Copy of college transcript (unofficial is accepted) must accompany completed application.)*

- A. Graduation from a regionally accredited college or university or one accredited by the New York State Board of Regents to grant degrees with an Associate's degree or higher in mathematics, management information systems, computer science, information resources management, information technology, business administration, public administration, office administration, education or a closely related field and two (2) years of experience with software applications, computers and/or peripheral equipment (excluding experience in electronic mail, word processing, spreadsheet and publishing applications), OR two (2) years of experience in providing support or training on software applications; or,
- B. Graduation from high school or possession of a high school equivalency diploma and four (4) years of experience as stated in (A).

Special Note: Education: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

SERIES NAME: PC Operator 04

WRITTEN TEST: Will cover knowledge, skills and/or abilities in such areas as:

Preparing written material

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

Fundamentals of PC systems

These questions test for knowledge of basic concepts and terminology related to PC's. They cover such topics as PC and peripheral equipment; storage media; types of software used with PC's; and other associated terms and concepts.

Use and operation of PC's and related peripheral equipment

These questions are designed to test for technical knowledge and concepts relevant to the operation of a PC and associated peripheral equipment for word processing, spreadsheet analysis, database management, data communications and other applications. The questions asked are not specific to any vendor or any model of PC.

Principles of providing user support

These questions test for knowledge and skill in working in a user support situation. They cover such subjects as how to communicate effectively with users requesting help; how to deal with different types of situations; troubleshooting techniques; and how to gather, organize and make available technical information needed to provide support.

Training users of computers

These questions test for knowledge of techniques for using computers and approaches to training others to use them. They cover such subjects as use of computer hardware, software and applications; preparing and evaluating instruction materials; determining the level of trainees' knowledge and the use of computers to provide instruction and feedback. The questions on training depend upon good judgment and practical experience rather than knowledge of abstract principles.

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>.

CALCULATOR INFORMATION: Use of calculators is **ALLOWED**.

Candidates are permitted to use quiet, hand-held, solar or battery powered calculators. Devices with typewriter keyboards, Spell Checkers, Personal Digital Assistants, Address Books, Language Translators, Dictionaries and any similar devices are prohibited.

Exam announcement continued for:

Software Program Coordinator #85-013

FILING FEE INFORMATION: Filing Fee of \$10.00 is NON-REFUNDABLE

A non-refundable exam fee is required for each separately numbered examination for which you apply. The required fee must accompany your application. Payment can be made in the form of Cash, Check, Money Order or in person by Credit Card. Send cash, check or money order payable to the **Franklin County Personnel Office** with the exam number(s) and the applicant's name on the check or money order. **There will be a charge for checks returned for non-payment. Credit card payments may be processed in the Personnel Office with an additional fee applied.**

APPLICATION FEE WAIVER: A Waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance). **All claims for application fee waivers are subject to verification. If you can verify eligibility for application fee waiver, complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by close of business on the Last Date to File as listed on the Examination Announcement.**

YOU WILL NEED TO CONTACT THE FRANKLIN COUNTY PERSONNEL DEPARTMENT FOR THE REQUEST FOR APPLICATION FEE WAIVER AND CERTIFICATION FORM OR VISIT US ONLINE, UNDER EXAM ANNOUNCEMENTS-FORMS & GENERAL INFORMATION.

If your application is disapproved, the fee will not be refunded. You should carefully review the announced minimum qualifications and any residence requirements and apply only for those examinations for which you clearly qualify.

Applications (postmarked/received) after the last date for filing will not be accepted.

If you submit a personal check for payment of the application fee, and the check is returned by the bank prior to the date of examination, you may not be admitted to the examination. Should your check fail to clear the bank prior to the examination date and be returned for insufficient funds after you have sat for the examination, you may not receive a score.

The Franklin County Personnel Office does not acknowledge receipt of application and does not accept responsibility for non-delivery or postal delay.

If you fail to receive an admission letter at least one week prior to the exam date, please contact this office. It is your responsibility to notify this office of any address change, phone numbers, etc. A "Civil Service Notification of Change Form" must be completed with our office.

SEND APPLICATIONS AND FURTHER INFORMATION TO:

**Franklin County Personnel Office
355 West Main Street-Courthouse
Malone, NY 12953
Phone: (518) 481-1677 or (518) 481-1665**

GENERAL INSTRUCTIONS

APPLICATIONS

Applicants must answer every question on the application form and make sure that the application is complete in all respects. Incomplete applications may be disapproved. All statements made by candidates are subject to verification.

ALTERNATE TEST DATES

Alternate examination dates may be granted for qualifying circumstances. A request for an alternate examination date must be submitted to the Franklin County Personnel Office with application for examination. A decision will be made and the candidate will be notified by the Personnel Office of the determination.

ANTICIPATED ELIGIBILITY

If successful on the examination, you will not be certified for appointment until you have submitted proof of possession of the required licensure/certificate, if required, to the Franklin County Personnel Department. This proof must be submitted when you receive your licensure/certificate or it will result in the removal of your name from the eligible list.

BACKGROUND INVESTIGATIONS, FINGERPRINTS AND FEES

Fingerprinting is sometimes required at the time of appointment. If so, you may be required to pay the processing fee. 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.

CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY

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

CONTINUOUS RECRUITMENT EXAMINATIONS

Names of candidates from a continuous recruitment examination will be inter-filed on the continuing eligible list in rank order regardless of the date on which they took the test. Franklin County Personnel Department reserves the right to terminate the continuous recruitment program.

ELIGIBLE LISTS

Eligible lists will be established in the order of final rating for successful candidates, and will be established for a period of one - four years unless exhausted prior to that date.

HEALTH REQUIREMENTS

Candidates must be medically and physically capable of performing the essential functions of the position and may be required to take examinations to establish this condition prior to employment.

RELIGIOUS ACCOMMODATION

Candidates who, because of a religious observance or practice, are unable to compete in an examination scheduled to be held by this office, will be rescheduled. Notification must be made in writing to the Personnel Office with the examination application. The candidate will be notified by the Personnel Office of an alternate test date.

RESIDENCE

Unless otherwise stated all candidates are required to be legal residents of the County of Franklin for not less than thirty days immediately preceding the date of examination. Appointing authorities may give preference to legal residents of their jurisdiction.

TIME AND PLACE OF EXAMINATION

Accepted candidates will be notified of time and place of the examination by letter sent via US mail. You are required to bring the letter of approval for admittance. Disapproved candidates will be so notified. The Personnel Officer does not make formal acknowledgment of the receipt of an application.

VETERAN CREDITS

Veterans or disabled veterans who may be eligible for additional credit must submit an application for veteran's credit (MSD-332 VC1) form, with a copy of their military discharge papers (Form DD-214) with their application for examination or at any time prior to the establishment of the resulting eligible list. Disabled Veterans must also file two (2) copies of a Disability Record Authorization (MSD-390 9-02L (w) with Veterans Affairs. These forms are available at the Franklin County Personnel Department and must be filed within 30 days of the examination date.

Effective January 1, 1998, the State Constitution was amended to permit a candidate currently in the armed forces to apply for and be conditionally granted veteran's credit in examinations. Any candidate who applies for such credit must provide proof of military status to receive the conditional credit. **No Credit may be granted after the establishment of the list.** It is the responsibility of the candidate to provide appropriate documentary proof indicating that the service, as defined in Section 85 of the Civil Service Law, and that the candidate received an honorable discharge or was released under honorable conditions in order to be certified at a score including veteran's credits.

***SPECIAL NOTICE-VETERAN'S CREDIT:** Article 5, Section 6 of the NYS Constitution was amended to entitle veterans who have used non-disabled veteran credits for civil service appointment or promotion and who were/are subsequently certified as being a disabled veteran by the U.S. Dept. of Veterans Affairs, **to additional credits for a subsequent appointment or promotion.** If you believe you may be eligible for additional veteran credits as a result of this change, please contact this office, and you'll be instructed regarding how to proceed.

Candidates currently on active duty may apply within thirty (30) days of the examination. Upon discharge, candidates must submit a copy of their military discharge papers (DD-214). Any extra points will be applied upon our receipt of the discharge papers.

WEATHER EMERGENCIES:

On the rare occasion of a weather emergency requiring cancellation of an examination, an announcement will be posted to the Franklin County Personnel Office Facebook site, announced on NCPD, WSLP, WVNV and WICY radio stations, and telephone calls attempted to each candidate as soon as practicable following the determination. The State Local Examinations Department will be consulted the following Monday morning as to a new test date; however, there is no guarantee of rescheduling the test date.

WRITTEN EXAMINATION

This written examination is prepared and rated by the New York State Department of Civil Service in accordance with Section 23-2 of the Civil Service Law. The provisions of the New York State Civil Service Rules and Regulations which deals with the rating of examinations apply.