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## WHAT ARE CIVIL SERVICE EXAMS?

The Civil Service Exam System was established to be a fair and equitable means of selecting public employees. Test scores are used to rank employees and selection is made from the top three eligible people on the list. The majority of government titles under Broome County jurisdiction are “competitive” and require civil service examination for permanent appointment.

Most exams are comprised of multiple choice questions of a general or technical nature. Some exams require a performance test (ie. typing). If a performance exam is required in addition to a written exam, candidates must pass both to be considered for the position. Yet other exams are simply a rating of an individual’s training and experience.

## WHO SHOULD TAKE A CIVIL SERVICE EXAM?

Anyone who wants to work in a competitive title in Broome County Departments, Towns, Villages, School Districts and Special Districts under Broome County jurisdiction.

## WHAT ARE THE DIFFERENT TYPES OF EXAMS?

**OPEN-COMPETITIVE EXAM:** Anyone who meets the minimum qualifications for the position may take this type of exam.

**PROMOTIONAL EXAM:** Candidates must already have permanent civil service status in a specified title and specified length of time and meet the minimum qualifications. This will be indicated on the exam announcement.

## HOW DO I APPLY?

The Broome County Department of Personnel posts exam announcements at least 15 days before the last date to file. The announcement indicates information about the exam such as dates, fees, qualifications, duties, and scope (subject matter). The salaries and departments or jurisdictions (towns, villages, schools) indicated may change without notice.

If you would like to be sent an announcement and application for a specific exam not yet posted, submit a self-addressed, stamped, business-size envelope specifying the title in the bottom left hand

corner. Be sure you meet the minimum qualifications before completing an exam application. You must submit a separate application and fee for each exam for which you are applying. Provide complete details in all sections of the application. The processing fee (check or money order only) is non-refundable if you are deemed ineligible to take the exam.

## WHAT OTHER REQUIREMENTS ARE THERE TO TAKE TO TAKE AN EXAM?

There is a United States citizenship requirement for the tested positions of Deputy Sheriff, Police Officer, and Probation Officer/Trainee.

**Residency:** There are no residency requirements for Broome County examinations, however, preference in appointment may be given to successful candidates who, at the time of examination, are legal residents of the locality in which appointment is to be made.

**Veterans:** Indicate on your application if you are a veteran. You may be able to receive extra points and this may alter your ranking on the eligible lists.

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## HOW WILL I KNOW IF I HAVE BEEN APPROVED TO TAKE THE EXAM?

You will be notified by mail if you do not meet the qualifications. You will be given an opportunity to submit additional information. If you are approved, you will receive an admission notice a few days before the exam. This will indicate the time and place of the exam and the number of hours you will have to complete all parts of the exam. Bring this admission notice, your Social Security card, and #2 pencils the day of the exam. Usually calculators and slide rules are not prohibited, if so, it will be indicated on the announcement. If there is a cancellation due to an emergency situation, the announcement will be made on radio stations WNBK (1290AM) and WHWK (98FM).

## WHEN WILL I KNOW IF I PASSED?

It sometimes takes several months before you are notified by mail of the test results. The passing grade is 70 and performance exams (typing or stenography) are on a pass/fail rating. If you pass the exam

you will receive other letters asking of your interest in specific locations and salary levels. Read these letters carefully. Complete and return them to the appropriate agency within the specified time limit.

A list will be active for at least one year, and may be extended by the Broome County Personnel Department for up to four years.

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