



OSWEGO COUNTY DEPARTMENT OF PERSONNEL
46 EAST BRIDGE STREET - OSWEGO, NY 13126
PHONE (315) 349-8367
OFFICE HOURS: MONDAY-FRIDAY, 8:30 A.M.-5:00 P.M.
WWW.OSWEGOCOUNTY.COM

REQUEST FOR EXAM NOTIFICATION

The "Request for Exam Notification" (on reverse side) is used to identify exam title(s) of interest to you that have not yet been scheduled for exam. When a date is scheduled for a specific exam title, an exam announcement and application will be sent to you. The exam announcement will explain how to file your application for that particular exam title. Applications **may not** be filed until an exam announcement has been issued.

Once you have been notified of an exam, you will **not** be notified of that title again unless you re-submit a "Request for Exam Notification." The listing (on reverse side) includes many of the most frequently tested titles, but is **not** a comprehensive listing of all titles. Newly created titles or titles infrequently hired may not appear. In this instance, an examination announcement will be issued and published in the local media and can be found on our website at www.oswegocounty.com.

The following definitions describe general divisions by which job titles are grouped. Each grouping indicates the level of education or work experience necessary for positions listed under that grouping.

Clerical Titles: These positions include office workers who keep accounts and records, file, copy, and/or perform typing, keyboarding or data entry. Positions are most frequently hired at the entry level and may require specific high school course work or specialized work experience to qualify for examination. These positions do not include our Continuous Recruitment exam titles. Candidates for continuous recruitment exam titles (Account Clerk, Clerk, Typist, Senior Typist, Custodian, and Public Health Nurse) should file an application and exam fee **not** a "Request for Exam Notification".

Para Professional Level Titles: Positions at this level require the performance of well-defined functions under the supervision of a qualified professional. The para professional may perform some complex duties but is not qualified to practice at the professional level. Minimum requirements required to take civil service examinations at this level may include specialized work experience or comparable college level credit hours up to and including an associate's degree.

Law Enforcement Titles: These positions require candidates to have graduated from high school or possess an equivalency diploma to qualify for examination. Additional medical and physical requirements may be indicated at the time of announcement.

Professional Level Titles: Positions at this level require advanced training in a liberal art or science. In most instances, a minimum of a bachelor's degree is required to qualify for civil service examinations at this level. Specific degree programs and/or work experience may also be stipulated when the exam announcement is issued.

Promotional Titles: Examinations for these positions are restricted to Oswego County employees with permanent civil service status. Candidates should write in the promotional title(s) of interest to them in the space provided.

Other Titles: Job descriptions for each title requiring a civil service exam are available at the Personnel Office. Candidates may indicate other titles not appearing on this form in the space provided.

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