



**HAMILTON COUNTY PERSONNEL DEPARTMENT**  
102 COUNTY VIEW DRIVE  
P.O. BOX 174, ROUTE 8, COURTHOUSE  
LAKE PLEASANT, NEW YORK 12108  
PHONE: (518) 548-6375 \* FAX: (518) 548-3108

**announces a Civil Service examination  
for the following:**

**No. 63972 Open-Competitive**  
**\*\*\* GEOGRAPHIC INFORMATION SYSTEMS (GIS)/TAX**  
**MAP SPECIALIST \*\*\***  
Hamilton County Real Property Tax Service Department

**LAST FILING DATE:**  
APRIL 3, 2020

**EXAMINATION DATE:**  
MAY 16, 2020

**APPLICATIONS:** Examination applications must be obtained and filed with the Hamilton County Personnel Department. The Department recommends that you do not wait until the last day to file your application. When received in our office after 4:30 p.m., on the last filing date, the application will be rejected and returned to the applicant. The correct examination number and title must appear on the application form. EVERY question on the application should be answered and complete in all aspects. This Department does not acknowledge receipt of applications or take responsibility for non-delivery or postal delay. Failure to notify this office of a change of address may result in disqualification for examination or certification for appointment following examination. Any application you may have previously filed will not gain you admittance to this exam and will not be used to obtain additional information. You must file a separate Application for Examinations during the official period as set forth in this announcement.

**DISQUALIFICATION OF EXAMINATION APPLICATIONS:** When an application for an examination is disapproved by the Director of Personnel, the candidate will be given ten (10) calendar days to appeal this determination. Your appeal must clearly demonstrate that you meet or exceed the minimum qualifications as set forth on the examination announcement. Additional information must be pertinent, detailed and accurate. Your appeal must be in writing, addressed to the Personnel Office, P.O. Box 174, Lake Pleasant, NY 12108, and received in this department no later than 4:30 p.m. of the tenth calendar day. If the tenth calendar day falls on a Saturday or Sunday, the candidate will have until 5:00 p.m. that following Monday to submit their appeal.

**LOCATION OF POSITIONS/VACANCY:** The location of the position is within the Hamilton County Real Property Tax Service Department.

**ELIGIBLE LIST:** The eligible list will remain in existence for a period of one (1) year, unless extended by the Personnel Officer to a maximum of four (4) years. When a list has existed for more than one year, it may terminate upon the establishment of a new list. This list will be used to fill all appropriate full-time or part-time competitive vacancy occurring in an agency under the jurisdiction of the Hamilton County Personnel Officer, anytime during the life of the eligible list.

**SPECIAL ARRANGEMENTS:** May be made if you require a religious accommodation, are a disabled person, or deprived of participation on the scheduled date due to active military service. Specific information must be requested when filing your application.

**APPLYING FOR CIVIL SERVICE EXAMINATIONS IN MULTIPLE JURISDICTIONS WHEN EXAMINATIONS ARE SCHEDULED ON THE SAME DATE:** If you have applied for any other civil service examinations to be given on the same test date for employment with New York State or any other local government jurisdiction excluding New York City, you must make arrangements to take all the examinations at one test site.

If you have applied for both State and Local government examinations, you must make arrangements to take all your examinations at the State examination center by calling (518) 474-6470 in the Albany area or toll free at 1-877-697-5627 (press 2, then press 1), no later than two weeks before the test date.

If you have applied for another local government examination with another local civil service agency, call or write to each civil service agency to make arrangements. You must make your request for these arrangements no later than two (2) weeks before the date of the examinations. You must notify all local government civil service agencies with who you have filed an application of the test site at which you wish to take your examination. For this examination call (518) 548-6375 or write to the Hamilton County Personnel Office, P.O. Box 174, 102 County View Drive, Lake Pleasant, NY 12108.

**PLEASE POST CONSPICUOUSLY AT A HEIGHT REACHABLE BY PEOPLE IN WHEELCHAIRS AND WITH OTHER MOBILITY IMPAIRMENTS – REMOVE AFTER LAST FILING DATE**

**2020 Salary:** \$38,581 - \$64,816

**RESIDENCY:** Candidates must, at the time of examination and at least one (1) month prior thereto, be a legal resident of Hamilton County. Preferences in appointment from open-competitive lists may be given to candidates who have been residents of the locality in which appointment is to be made for one (1) month prior to the date of the written test.

**TYPICAL WORK ACTIVITIES (Illustrative but not exhaustive):**

- Assists the County Director of Real Property Tax Services in the furtherance of the County's GIS program, services and applications;
- Creates and maintains various county spatial and non-spatial databases;
- Creates and produces various map products using Environmental Systems Research Institute (ESRI) suite of ArcGIS software products;
- Provides GIS support services for the County's web-based map service, HamCoMaps;
- Creates and maintains metadata and acquires and contributes to available GIS data from the Web, NYS GIS Clearinghouse, other County Agencies and Departments, and other sources as necessary;
- Maintains a current status of technology trends as they may relate to the County's GIS goals through professional associations, journals and other sources;
- Reviews conveyance documents to identify parcels or portions intended for transfer of title and as related maintains tax parcel owner attributes;
- Researches public land records when necessary to determine tax parcel ownership, location, area and reputed boundaries;
- May develop or contribute to the development of applications for use in the County's GIS.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

**MINIMUM QUALIFICATIONS:** Candidates must meet the following requirements on or before the last filing date: **EITHER**

- A) Possession of an Associate's degree from a regionally accredited college or university or one accredited by the New York State Board of Regents in GIS or related field, such as: Engineering, Geography, Information Systems with concentration in GIS, and one (1) year of acceptable full-time paid experience working with Geographic Information Systems or Tax Maps; OR
- B) Graduation from high school or possession of a high school equivalency diploma and two (2) years of acceptable full-time paid experience working with Geographic Information Systems or Tax Maps; OR
- C) An equivalent combination of training and experience as indicated in A) or B) above.

**SPECIAL REQUIREMENT:** Must have possession of a valid New York State Driver's license at time of appointment, which must be maintained throughout employment, to meet the transportation needs of the position.

All experience required to meet the minimum qualification section is PAID.

Part-time experience will be pro-rated as follows:

16-23 hrs./wk....1/2 time    24-31 hrs./wk....3/4 time    32+ hrs./wk....full-time

If qualifying by A or B (education options), a copy or photocopy of your official academic transcript showing courses taken and degree conferred (if a degree is required) must accompany your application. If submitting a photocopy, this office must be able to verify it is an official transcript. Your transcript does not have to be submitted in a sealed envelope from the Registrar's Office. If your transcript, as previously described, does not accompany your application, your application will be disqualified and you will be given ten (10) days to submit documentation to substantiate your qualifications. If you fail to provide a copy or photocopy of your official transcript within the ten (10) day period, you will not be allowed to participate in the examination.

Your degree and/or college credit must have been awarded by a regionally accredited college or university or one recognized by the NYS Education Department as following acceptable educational practices. If your degree and/or college credit was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency from a member company of the National Association of Credential Evaluation Services, Inc. (NACES). You can write to the Personnel Office for a list of NACES members who provide this service. You must pay the required evaluation fee.

**SUBJECTS OF EXAMINATION:** The written, multiple-choice test is designed to evaluate knowledge, skills and/or abilities in the following areas:

1. Understanding and interpreting maps, aerial photography, survey data, and other source material used in map construction;

These questions test for the ability to read, analyze, and perform computations based on cartographic drawings, site plans, survey notes, and mapping-related written presentations, and for knowledge of the terminology and principles involved in reading and working with aerial photographs, including scale conversion and focal point computations.

2. Collection, analysis, and presentation of data, including basic statistics:

These questions test for knowledge of the proper procedures and methods used to gather, evaluate, organize, and present various types of technical data and information, and the fundamental concepts, terminology, and computations involved in statistical analysis for cartographic and land use planning studies.

3. Geographic Information Systems (GIS), including data conversion, plotting, database construction, interactive editing, and labeling:

These questions test for knowledge of GIS design features, global positioning systems, and the concepts, terminology, and proper procedures to use when creating, producing, and revising various types of maps and site plans using GIS and computerized mapping software.

4. Principles of data bases for PC's:

These questions test for a basic background in the design and use of data bases on microcomputers. They cover such topics as data base terminology and concepts, analyzing a data base project, planning the data base, organizing the data, designing data entry forms, accessing and manipulating the data, generating reports, and performing backups.

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 POLICY:** Quiet, hand-held, solar or battery-powered calculators are allowed. Devices with typewriter keyboards, "Spell Checkers", "Personal Digital Assistants", "Address Books", "Language Translators", "Dictionaries", or any similar devices are prohibited.

**AT THE EXAM THE USE OF CELLUAR PHONES, BEEPERS, ETC. ARE STRICTLY PROHIBITED.**

**VETERANS' CREDITS:** Veterans, Disabled Veterans, or candidates currently in the armed forces claiming the additional credit allowed veterans in competitive examination, must apply for such credit while filing their examination application or at any time between the date of the application but prior to the date of the establishment of the resulting eligible list. The time periods, for which veterans' credit is permitted, are defined on the examination application. To receive additional veterans' credit you must file a separate Veterans' Credit Application including acceptable supporting documentation for each examination. Veterans' Credit is added only to the score of the examination when the candidate's passing grade is 70 or higher.

**CHILDREN AND SIBLINGS OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY CREDIT:** In conformance with Sections 85-a and 85-b of the Civil Service Law, children and siblings of firefighters and police officers killed in the line of duty shall be entitled to receive an additional ten (10) points in a competitive examination for original appointment in the same municipality in which his or her parent, sister or brother has served. If you are qualified to participate in this examination and are a child or sibling 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 (2) 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. Children and Siblings of firefighters and police officers killed in the line of duty credit is added only to the score of the examination when the candidate's passing grade is 70 or higher.

**RATING AND REVIEW:** This written examination is being prepared by the New York State Department of Civil Service in accordance with Section 23.2 of the Civil Service Law and Section 7.1 of the State's Civil Service Rules and Regulations.

**NOTICE TO APPEAR:** Approved applicants will receive an Admission Notice for the written examination providing the location and time. Late arrivals will not be admitted into the exam room under any circumstance. Please contact this office if you have not received an Admission Notice for the written examination four (4) days prior to the date of the examination by calling (518) 548-6375.

**EMERGENCIES:**

If an emergency prevents you from appearing for the examination, please notify this office no later than 10:00 a.m. on the Monday following the test date, providing verifiable documentation of the reasons.

***Weather Emergencies:*** In the case of adverse weather conditions, any delay or cancellation will be on the voice mail message of the Personnel Office at (518) 548-6375 between 6:30 and 8 AM on the date of the examination.

**HAMILTON COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, CREED, COLOR, NATIONAL ORIGIN, MARITAL STATUS, SEX, RELIGION, AGE OR DISABILITY IN EMPLOYMENT OR THE PROVISIONS OF SERVICES.**

ISSUED: 02/24/20