

# **FINDING EMPLOYMENT IN LIVINGSTON COUNTY**



**A JOB SEEKER PRIMER**

## **Introduction**

Looking for a position with a county, town, village or school district in New York State can be a unique experience. The rules and requirements are different from most private employers. It is important to understand how the system works. It is also a good idea to understand what it's like to work in the public sector so you know whether it's a good fit for you.

Take a few minutes to review this brochure so you can make the most of your job search.



Livingston County Center for Nursing & Rehabilitation

## **Is public sector employment for you?**

Livingston County provides many essential services to the citizens of our County. These services are provided through our hard-working, dedicated employees. Employees work in a variety of areas including: health care, social services, law enforcement, probation, corrections, emergency medical and disaster services, highway maintenance/construction, aging services, and many other areas. We look for employees who are dedicated to providing high quality, professional, courteous service to our clients, patients and the public we serve.

Employment may also be available through other local public sector employers under Livingston County's Civil Service jurisdiction. These include the 17 towns and 9 villages within Livingston County as well as the school districts within the County and the Genesee Valley BOCES. If you are interested in employment with one of these employers, you may wish to contact them directly to get more information about employment opportunities.

The public sector employers under Livingston County's Civil Service jurisdiction are:

<b>Counties</b>	<b>Towns</b>	<b>Villages</b>	<b>Schools</b>
Livingston	Avon	Avon	Avon
	Caledonia	Caledonia	BOCES, Genesee Valley
	Conesus	Dansville	Caledonia-Mumford
	Geneseo	Geneseo	Dansville
	Groveland	Leicester	Geneseo
	Leicester	Lima	Keshequa
	Lima	Livonia	Livonia
	Livonia	Mt. Morris	Mt. Morris
	Mt. Morris	Nunda	Wayland - Cohocton
	North Dansville		York
	Nunda		
	Ossian		
	Portage		
	Sparta		
	Springwater		
	West Sparta		
	York		



Livingston County Court House

# **How do I get a job?**

## **What's available?**

The Livingston County website is a great source of information about Civil Service exams and job openings with the County. The website address is: [www.livingstoncounty.us](http://www.livingstoncounty.us). Go to "Departments" and then select "Personnel Department." Click on "Upcoming Examinations" to review exam announcements or "Job Opportunities" for information about what County jobs are currently available.

## **Civil Service Exams**

Some jobs in the public service require job seekers to take exams to determine fitness for employment. These are called competitive class positions. Each competitive class position has its own exam. Each position also has its own minimum qualifications. Only people who have the required education and experience, etc. (the "minimum qualifications") for a specific position may take the exam. In addition, residency in a certain geographic area may also be required to be eligible to take an exam. If you apply for an exam and your application shows that you meet the minimum qualifications and residency requirements, your application may be approved. If your application is approved, you will be allowed to take the exam. If you take the exam, your exam will be rated and, if you pass the exam, you will receive an exam score. This score will be used to determine your rank on an eligible list for the position title. Your eligibility for appointment will depend upon your rank on the eligible list. If you are interested in a position that requires an exam, you should watch for the exam announcement and apply by the deadline.

All public employers under Livingston County's Civil Service jurisdiction use the exam results whenever they wish to appoint to these positions.

Exams are offered as needed to assist with employer recruitment. An exam announcement does not necessarily mean that a position is currently available. Sometimes an exam is given to make sure qualified individuals are ready for hire in the future when an employer needs to fill a position.

## **County Job Openings**

Job openings for Livingston County only are also posted on the County's website. These postings include information about the positions, the pay and the deadline to apply.

Once you identify a position you are interested in, the first step is to complete an Application for Examination/Employment. The application must be completed fully. Only applications that contain information showing that the applicant has the required education and experience, etc. will be approved.

## **Exam applications**

If you are applying for an exam, you must apply after the exam is announced, but no later than the application deadline. In addition to the application, you must also submit to the Livingston County Personnel Office: (1) the exam fee in cash or money order, and (2) anything else that is required. (See the exam announcement for information about what is required for a specific exam.) You must complete a separate application for each exam you wish to take. You may submit your application and related documents and fees in person, or you may mail them to the Personnel Office. If you choose to mail, make sure your mailing envelope is postmarked no later than the deadline for applications.

Read the exam announcement carefully! It contains much valuable information that will help you know what to do, what to expect, and how you can prepare so you can do your best on the exam.

## **Job applications**

If you are applying for an open job, you must apply by the deadline for applications if one is announced. The completed application is submitted to the Livingston County Personnel Office.

## **Exams**

If an exam is required for appointment, you will take the exam when it is offered. After the exam, you will be notified of your exam score. If you passed the exam, your name will be placed on an eligible list. Persons are placed on the eligible list as ranked by their exam scores. If a public employer wishes to fill a position, the employer will request a list of persons on the eligible list who are currently eligible for appointment.

## **Employment Interviews**

If a public employer is interested in considering you for appointment, that employer will likely contact you to schedule an employment interview. You will need to participate in the interview as requested.



Livingston County Highway Department

## **Offers of hire**

If the public employer wishes to employ you, it will contact you to make an offer of hire. If you accept the offer, the public employer will make arrangements for you to begin employment at an agreed upon time.



Livingston County Department of Health

## **Job search tips**

Obtaining a new job requires effort on your part to show a potential employer that you are the best candidate for the position. Your employment history, the information you provide and the way you present yourself are very important. The following are some basic job search tips that you should use to increase your chances of obtaining employment.

### **Application**

Fill out the application neatly and completely. No fields on the application should be left blank. Make sure all information provided is truthful and accurate. Do not submit a resume in lieu of a completed application.

### **Courtesy**

Be courteous and polite to all persons you deal with during the job search. People remember if you are rude, impatient and impolite. Manners count!

### **Cleanliness/proper dress**

People are influenced by what they see (and smell). At every step of your job search be sure you and your clothing are clean, neat and professional looking. Avoid strongly scented perfumes and colognes. Making a good appearance lets everyone know you're serious about finding a job and are likely to make a good impression for the employer if you are hired.

### **Knowledge of the job**

Make sure you know about the job before you interview. Do some research and ask questions. This will help you know whether it is the type of work that will appeal to you and which you can perform successfully. It impresses interviewers when you show that you have taken the time to learn about the job and the employer and understand the position for which you are interviewing.

### **Prepare for the interview**

Before the interview, think about what the employer needs, what questions you are likely to be asked and how you might respond, and what you have to offer the employer. What education and experience do you have that shows your ability to do the job? What makes you unique and the best candidate for the job? Think about how you will share this information with the employer.

## **For more information**

Contact the Livingston County Personnel Office at:

Livingston County Government Center  
6 Court St., Room 206  
Geneseo, NY 14454

(585) 243-7570

Fax: (585) 243-7936

E-mail: [livcopers@co.livingston.ny.us](mailto:livcopers@co.livingston.ny.us)



Livingston County Government Center