

YATES COUNTY PERSONNEL DEPARTMENT
ANNOUNCES
OPEN COMPETITIVE EXAMINATION FOR

JAIL COOK-MANAGER

EXAMINATION: #68961

EXAMINATION DATE: October 16, 2010

SALARY: \$15.27 per hour

LAST FILING DATE: September 13, 2010

VACANCY: The resulting eligible list will be used to fill one vacancy in the Sheriff's Office and future vacancies which may occur.

RESIDENCY: Candidates must have been legal residents of Yates, Seneca, Steuben, Schuyler, or Ontario County for at least one month prior to the date of the examination.

NOTICE: In accordance with Section 23-4(a) of the NYS Civil Service Law, preference in appointment may be given to residents in the jurisdiction where the vacancy exists.

GENERAL STATEMENT OF DUTIES: This work involves responsibility for the menu planning, purchasing of food and supplies, preparation and cooking of food on a large scale, as well as responsibility for laundry operations at the Yates County Jail.

MINIMUM QUALIFICATIONS: Three (3) years experience in the preparation of food on a large scale, or; possession of an Associate's Degree issued after completion of a two-year course in technical institution with specialization in foods, nutrition and institutional management or a closely related field; or an equivalent combination of experience and training as described before. NOTE: Documented part-time or volunteer experience will be accepted on a prorated basis.

SUBJECTS OF EXAMINATION: A written test designed to evaluate knowledge, skills and /or abilities in the following areas:

1. Basic nutrition and dietetics

These questions test for knowledge of basic nutrition and dietetics, including such areas as the nutritional value of foods, nutritional needs of the persons served, balanced diets and specific foods and their relation to health.

2. Overseeing food service operations

These questions will test candidates' ability to assess the management and performance of food service operations in maintaining standards of quality, sanitation, and service. Topics will include food service management practices, large scale food preparation equipment and techniques, sanitation standards for food service premises, holding and serving prepared foods, storing and handling food products, and sources of food contamination and food-transmitted diseases.

3. Office record keeping

These questions test your ability to perform common office record keeping tasks. The test consists of two or more "sets" of questions, each set concerning a different problem. Typical record keeping problems might involve the organization or collation of data from several sources; scheduling; maintaining a record system using running balances; or completion of a table summarizing data using totals, subtotals, averages and percents.

4. Supervision and training

These questions test for the knowledge required by a supervisor to set goals, plan and organize work, train workers in how to do their jobs, and direct workers towards meeting established goals. The supervisory questions cover such areas as assigning and reviewing work, evaluating performance, maintaining work quality, motivating employees, increasing efficiency, and dealing with problems that may arise on the job. The training questions cover such areas as determining the necessity for training, selecting appropriate training methods, and evaluating the effectiveness of training.

NOTE: Unless otherwise notified, 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, or any similar devices are prohibited. You may not bring books or other reference materials.

EXAMINATION FEES: A fee of \$15.00 is required for each separate examination for which you apply. A check or money order payable to the Yates County Personnel Department must accompany your application. As no refunds will be made, you are urged to compare your qualifications carefully with the requirements. There are no exceptions or waivers.

SATURDAY SABBATH OBSERVERS - DISABLED PERSONS: If special arrangements for testing are required, indicate this on your application.

ADDITIONAL NOTE: Applying for Civil Service examinations in multiple jurisdictions when Examinations are scheduled for the same date:

If you have applied for any other Civil Service examination for employment with New York State or any other local government jurisdiction, 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) 457-7022 no later than two weeks before the test date.

If you have applied for other local government examinations, call or write to each Civil Service Agency to make arrangements. You must make your request for these arrangements no later than two weeks before the date of the examination. You must notify all local government Civil Service Agencies with whom you have filed an application of the test site at which you wish to take your examination(s). For this examination call (315) 536-5112 or write to Yates County Personnel Department, 417 Liberty St., Penn Yan, NY 14527.

VETERAN'S CREDIT: Veterans or disabled veterans who may be eligible for additional credit must submit an application for veteran's credit and a copy of their Form DD-214 (discharge) with their application for examination or at any time prior to the establishment of the resulting eligible list. Applications for veteran's credit are available at this office.

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 was in time of war, 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 veterans' credits.

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 hr 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.

If candidates have not received an Admission Notice to enter the exam within five (5) days of the scheduled exam date, they should call the Yates County Personnel Department at (315) 536-5112.

This examination is being 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 dealing with the rating of the examinations will apply to this examination.

Applications may be obtained at the Yates County Personnel Department, 417 Liberty St., Penn Yan, NY and must be filed in this office by Monday, September 13, 2010.

ISSUED: July 23, 2010
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