

Create a Civil Service Application

Niagara County Civil Service has automated its application process. Now, instead of filling out individual paper applications for each job posting / exam, candidates will create an online master account and then complete a much smaller application section for each individual job posting / exam.

For the first application in the new system you will need to create your master account record.

Open your internet browser and type <https://niagara-portal.mycivilservice.com/exams> in the address tab and hit enter:

Select either the Employment Opportunities or Current Exams Tab on the top of the page. This will display instructions, plus a list of current job postings / exams, for Niagara County government and all other municipalities supported by Niagara County Civil Service (all of Niagara County but Niagara Falls and Lockport).

Job Postings - Public (No Fee Required)

| Name (click to view job description) | Department | Starting Date | Application Deadline | Apply Online |
|---|------------|---------------|----------------------|--------------|
|---|------------|---------------|----------------------|--------------|

Job Postings - Niagara County

| Name (click to view job description) | Department | Starting Date | Apply Online |
|--|------------------|---------------|--------------|
| Truck Driver (2 positions) Upload a copy of your driver's license | NCO-PUBLIC WORKS | 08/22/18 | APPLY |

Job Postings - Municipalities

| Name (click to view job description) | Municipality | Starting Date | Apply Online |
|---|--------------|---------------|--------------|
|---|--------------|---------------|--------------|

Click on the title to view the job posting or exam announcement. If you are interested in a position listed, click on the APPLY button to the right of the job title. You will receive the Login Screen / Registration screen.

Please log in or register a new account to continue.

Login or Register

Use of this online civil service application requires an account linked to a valid email address. You may login with an existing account or register a new account using the forms below. To register a new account, you must have a valid email address. A confirmation email will be sent to you via email with instructions on how to complete setting up your account.

Register

Your Email: *

First Name: *

Last Name: *

Password: *

Minimum length 4 characters, case sensitive.

Confirm Password: *

Create Account

Login

Username or Email: *

Password: *

Password is case sensitive.

Login

Lost Password?

Username or Email: *

Enter your username or email and we'll send you your account information.

Send My Info

If this is your first time using the system you will need to fill out all the fields to register as a user. Be sure to write down and save your password. You will need that to re-enter the system in the future. Select Create Account.

If you are returning to the automated system enter your username and password to login.

If you do not remember your password use the area at the bottom right to request the password and it will be e-mailed to you.

Once you get the initial Online Application screen there is a link at the top of the page to allow you to edit your account. Make any changes that may be necessary.

[Click here to edit your account / change your password.](#)

Online Applications

Below are all online applications you have created. Click the job title to view or finish an application.

| Status | Job (click to view application) | Created | Deadline | Finished | Score | Pos |
|---------|--|------------|------------|----------|-------|-----|
| expired | Truck Driver (2 positions) | 12/20/2018 | 09/30/2018 | | | |

Registered applicants will get a list of all positions they have applied for, with their status. You will have the ability to update any open positions by selecting the job title, which will take you to the Employment Portal. Pay careful attention to deadline dates. Applications will not be accepted after the deadline.

Select the job title of the position you are currently seeking.

Your online application has been started. At anytime you can return to your online applications by logging in and clicking the "My Applications" in top right corner.

Minimum Qualifications

In order to determine a candidate's eligibility for a position the applicant must document in writing on the application how he/she meets the minimum qualifications related to the position.

MINIMUM QUALIFICATIONS:

- Graduation from high school or possession of an equivalency diploma
- possession of a valid New York State CDL - B license (copy must be attached to application), and one (1) year of experience in the operation of some type of truck.
- Candidates must have one (1) year of full-time paid experience operating a "heavy single unit truck over 26,000 lbs. GVWR."

Do you meet the minimum qualifications for this job? *

Yes No

Residency Requirements

Are you currently, and have you continuously been, a resident of Niagara County for at least 30 days prior to today?

Yes No

Save & Continue

Save & Finish Later

If you wish to save your application and complete it later click the "Save & Finish Later" button. All applications must be completed and submitted by 11:59 p.m. on the final filing date of each posting.

The first Employment Portal screen will display the minimum qualifications for the position you have selected. Please review these qualifications carefully. You must meet those qualifications in order to be hired or qualify to take the examination.

For most positions, you also must have been a Niagara County resident for the past 30 days.

Both requirements must be met in order to qualify.

Be aware that once you submit an application **all examination fees are non-refundable.**

If you meet the qualifications you may either select **Save & Continue** or **Save & Finish Later.**

Save & Finish Later will end the session at this time. You will be able to pick up from this point in the future but you **MUST** complete the application by the end of the day of the filing deadline. **NO** late applications will be accepted.

Save & Continue will display the General Information tab.

General Information tab:



Application Saved.

EMPLOYMENT PORTAL
Application: Truck Driver (2 positions) []

* Required fields.

Section Key: ✔ - complete | ✘ - incomplete / errors | ○ - unopened

Answer all questions completely. [Click here to download a printable application.](#)

SSN: *

Name: *

| | | | |
|--------------------|-------------|------------------|-------------|
| First: * Regina | Middle: | Last: * Smith | Suffix: |
|--------------------|-------------|------------------|-------------|

Is additional information relative to a change of name, use of an assumed name, or nickname necessary to enable a check on your work or school record? If yes, please provide any such additional names.

If this is your initial application in the system you must fill out all required information. If this is a follow-up visit then your information will be displayed and you should review it to insure it is still correct. Change any incorrect or outdated information.

All required fields are designated with a small red *.

Any errors caused by missing data will prevent you from moving forward in the process.

Each of the tabs will have the same **Save & Continue** or **Save & Finish Later** options.

Save & Continue will display the next tab. In this case it is **Education & Training**.

Education & Training Tab:

EDUCATION & TRAINING

Official college transcripts must be submitted if not already on file. You can upload a copy on the attachments tab.

Highest Level of Education:*

EDUCATION DETAILS

List all education including high school, GED, and/or college. You may add as many as needed by selecting the "Add School/Degree" link below to add more.

| Name of School: | Address: | City, State, Zip: |
|--|---------------------------------|-------------------|
| Niagara County Community Colle | Saunders-Settlement Rd | Cambria, NY |
| Type of Course/Major Subject: | Total College Credits Received: | |
| Liberal Arts | 64 | |
| Type of Degree Received: | GED# (if applicable): | |
| Associates Degree <input type="button" value="v"/> | <input type="text"/> | |
| <input type="button" value="X Remove This School/Degree"/> | | |

This tab allows you to enter all your education & training. In many cases this is the **key** that has allowed you to meet the minimum requirements.

List all you education including High School and College. It will make any further applications easier if you put in all this information up front.

Also list all specialized training you may have received. Again, entering this now will make if faster in the future.

License / Certificates tab:

PROFESSIONAL LICENSES & CERTIFICATIONS

List below any licenses, certifications or other authorizations to practice a trade or profession. In the "Attachments" section of this application please attach scanned proof of license/certification. If you have not completed a required certification or license but plan on acquiring one by the time of appointment, enter the date you anticipate completing it.

| | | |
|---------------------------|----------------------------|----------------------|
| Name of Trade/Profession: | License Number: | Granted By: |
| <input type="text"/> | <input type="text"/> | <input type="text"/> |
| Specialty: | Date License First Issued: | |
| <input type="text"/> | <input type="text"/> | |
| Registered From: | Registered To: | |
| <input type="text"/> | <input type="text"/> | |

Some examinations require specific professional licenses or certifications. Enter those here.

If you don't have any leave this area blank and go on to the next tab (Save & Continue).

Employment History tab:

Work/Volunteer Experience

Firm Name:

Address:

City, State, Zip:

Employed From: Employed To: (leave blank if currently employed) Hours Worked/wk (Average): Final Salary: /

Your Title: Number Supervised by You: Type of Supervision:

Supervisor's Name: Supervisor's Title: Phone:

Reason(s) for leaving:

| % of time on each duty | Description of duties: |
|---------------------------------|--|
| <input type="text" value="90"/> | <input type="text" value="Driving Truck"/> |
| <input type="text" value="5"/> | <input type="text" value="General truck maint"/> |
| <input type="text" value="5"/> | <input type="text" value="paperwork"/> |
| <input type="text" value=""/> | <input type="text" value=""/> |
| <input type="text" value=""/> | <input type="text" value=""/> |
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| <input type="text" value=""/> | <input type="text" value=""/> |
| <input type="text" value=""/> | <input type="text" value=""/> |

Total amount of time (percentages) should equal (100%)

Do you have any objection to our contacting present or past employers to verify the above? Yes No

If you answered "Yes" to this question, please explain below.

Enter in your complete employment history and include any volunteer work that may be used to qualify you for a position.

Most job postings and exams requires some level of experience and this is the information Civil Service will use the qualify you for the job or exam. Try to be as accurate and detailed as possible.

While you may added / change information later it is best if you include your complete employment history up front. Since this is your master record in the system, experience that may not be relevant for the position you are currently applying for may be essential in qualifying you for a future position.

Each individual position will ask at the finish if Civil Service can contact current and past employers. Please answer this question carefully. We do check on this.

Exam Options tab:

Review the Exam Options tab in detail. You may be entitled to additional veteran’s credits, or need special accommodations for the exam. You may also be taking multiple exams on the same day for multiple governments.

There are three sections to this screen; Veterans Credits, Cross-filers, and Special Testing Arrangements.

Veterans Credits:

VETERAN'S CREDITS

Complete this section only if you wish to claim disabled or non-disabled veterans credits.

[SKIP THIS SECTION](#)

If you wish to claim disabled or non disabled veterans credits please thoroughly read the following document:

- [Veterans Credit Information](#)

You must upload a copy of your discharge papers (form DD-214 Member copy 4) prior to the establishment of the eligible list.

Claim Submitted For:

Branch Served In:

Service Serial Number:

Active Service Start Date:

Active Service End Date:

Were you discharged (released to inactive duty) under honorable conditions? Yes No

Reason For Discharge (as stated on certificate):

Discharge Date:

Have you ever been permanently appointed or promoted in the service of NY State or any of its civil divisions from an eligible list as a result of additional veteran credits granted you on such list? Yes No

If yes, please enter below the title(s) and date(s) of examination and the jurisdiction(s) where you were tested.

Previous Credit Claims:

Veterans Administration Claim Number (For Disabled Credits Only):

If you are a veteran you may qualify for a Veteran’s Credit. We will need detailed information concerning your military time and also an uploaded copy of your DD-214 or Statement of Service. We will review the uploading process later under the Attachments tab.

Cross-Filers:

CROSS-FILERS:

Complete only if you have filed for multiple examinations being held on the same date.

[SKIP THIS SECTION](#)

Date of Exam:

Exam Number

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Title

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Administered by: (name agency)

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I wish to participate in all the exams at (Name of agency):

Please note that if you filed for a New York State exam, you **MUST TAKE THE TEST AT THE STATE SITE.**

If you are taking multiple exams on the same day, or taking an exam at a different location, you are a cross-filer. Enter the information on the exams and location on this screen.

Be sure to let us know if you are taking the test at a site other than Niagara County. **If you file for a New York State exam, you must take it at the state site.**

Special Arrangements:

SPECIAL TESTING ARRANGEMENTS:

Complete the following if you require a religious accommodation, alternate test date, or special accommodations in testing. Please read applicable [special testing arrangements](#) and [alternate test date policies](#). You must provide documentation to support your request.

- I require a religious accommodation.
- I require a special accommodation to take this exam.
- I require an alternate test date.
- I require a military test date.

First date available to take test: (provide date and time MM/DD/YYYY HH:MM)

01/02/2019 08:00

Reason for request:

I will be out of town on the date this examination is given. My sister is getting married and I am part of the wedding party.

If you require a special accommodation or an alternate test date you need to fill out this area.

Any alternate test date requests need to have a valid reason for the change, and documentation to prove that you cannot make the examination at the scheduled time.

The Niagara County Alternate Testing Date policy can be found here:

<http://www.niagaracounty.com/Employment>

Alternate testing MUST be completed at the first work date you are available following the exam. Upload the supporting document using the process outlined in the Attachments tab.

Questionnaire Tab:

The questions here are strictly voluntary and will have no impact of the examination or hiring processes. Your information will not be shared with potential employers and it is maintained separately from your application.

Attachments Tab:

Use this section to attach documents to your application (resume, school transcripts, etc.).

ATTENTION: Read the exam announcement(s) carefully! Your exam(s) may require specific information / files that should be attached to this application.

Upload a New File

Click "browse" to select a file on your computer, then hit "Upload & Attach File" to upload the file. You may attach multiple files. **Only PDF, JPG, PNG, GIF, TIF and BMP files.**

Upload a File:

 Browse...

Existing Attachments

File: [Regina Smith CDL License.pdf](#) [\[Remove File\]](#)

You may want to attach a file to your application for clarity purposes; or in some cases, be required to attach a file as part of the qualification process. Once you have scanned the document onto your computer use the browse tab to identify the document and then select the **Upload & Attach File** tab.

You may attach as many documents as needed.

Once you have completed the first seven application tabs (each will be tagged with a green check mark) you will go to the Complete tab.

Complete Tab:

Affirmation & Release: * By checking this box and clicking the Submit button, I declare that the statements made in this application (including statements made in my accompanying papers) have been examined by me and to the best of my knowledge and belief are true and correct. Any false statements made are punishable as a Class A Misdemeanor under Section 210.45 of the Penal Law and may result in termination of employment. I further understand, and will otherwise submit thereto, that in accordance with existing pre-employment physical and drug testing policy, I may be required to submit to a physical examination and urinalysis test as a condition for employment. Applicants may also be required to undergo a State and national criminal history background investigation, which will include a fingerprint check, to determine suitability for appointment. Failure to meet the standards for the background investigation may result in disqualification.

Constitutional Oath: * I do hereby pledge and declare that I will support the Constitution of the United States and the Constitution of the State of New York, and that I will faithfully discharge the duties of the position specified on this application according to the best of my ability.

There is a fee due of \$15.00 for this exam. Please select 'Continue with Payment' to pay online with a credit card (\$3.00 service fee will be added) ; 'Pay by Check' to mail a check or to pay in person; or click the 'Waiver' checkbox to apply for a fee waiver.

I want to complete a fee waiver application.

When you select a payment option below your application will be submitted and you will not be able to make changes.

You are required to check the two release statements and are then required to make a payment for the exam (there is no fee for job postings). Payment can be made by mailing in a check or online. If you qualify for a fee waiver check that box and provide upload the required documentation to verify your eligibility.

Payment Information

Government Payments - EZNETPAY is the secure payment processor for **Niagara County Civil Services**, as such, the transaction shall appear on the cardholder statement as **'Government Payments'**. To continue you must read and accept the terms below.

Pay To: Niagara County Civil Services
Payment For: 201930-CLERICAL II
Account Number: 40

Service Fee - The service fee is collected from those who opt to utilize this service.

Payment Amount: \$15.00
Service Fee: \$3.00
Total Amount: \$18.00

Terms: If you accept the total amount to be charged above, including the service fee, please enter your e-mail address in the space provided and click the **I Accept** button below to proceed to the online payment screen. If you wish to decline, click the **I Decline** button below to return.

Email - A confirmation of the above transaction will be sent to the email address provided below.

Email Address: x



[Privacy Policy](#)

If you pay via credit card this screen will be displayed with your email address already loaded.

If you select the Pay with Check option the process is completed BUT no application will be considered complete without payment. Once the check has been received THEN the application will be tagged complete.

You have now established your Civil Service master account and your first application using the new online system.

Your next application will only require identifying the new exam or job posting, signing on to the system, reviewing the existing information and making any changes required, and processing a new payment.

All job postings and exams have filing begin and end dates. You must submit an application within the filing period for each job posting/exam you wish to be considered for.

Also, please consider using the Email Notification function of the system. Once set up you will be notified by email anytime any job posting or exam is scheduled in one of the areas you have selected.