

ST. LAWRENCE COUNTY  
A.A./E.E.O. EMPLOYER  
CIVIL SERVICE OPPORTUNITY  
**EXAMINATION OPEN TO THE PUBLIC**

EXAMINATION DATE: March 17, 2012

LAST FILING DATE: February 15, 2012

**Conservation District Forester - # 66-996**

There is currently one (1) vacancy for Conservation District Forester at Soil & Water Conservation District. The eligible list resulting from this examination will be used to fill vacancies as they occur in agencies under the jurisdiction of the St. Lawrence County Human Resources Department. Salary varies with jurisdiction.

**MINIMUM QUALIFICATIONS:** Either:

- A) Graduation from a regionally accredited or New York State registered college or university with an Associate's Degree in forestry, forest technology, or closely-related field and two (2) years of full-time experience in forest management activities; **OR**
- B) Graduation from high school, possession of high school equivalency diploma, or possession of an individual education plan diploma and four (4) years of full-time experience in forest management; **OR**
- C) An equivalent combination of training and experience as defined by the limits of (A) and (B) above.

**NOTE:** Possession of a Bachelor's Degree or higher in one of the majors listed in (A) above may be substituted on a year for year basis of experience.

**SPECIAL REQUIREMENT:** This position requires some travel. Incumbent will be required to possess a valid, appropriate level, New York State Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.

**If your degree is from a college or university located outside of the United States, it is necessary that you contact the St. Lawrence County Personnel Office prior to applying for this examination.**

**NOTE:** Submission of a resume does not relieve you of the responsibility for completing ALL sections of the official application. Your resume is a supplement to the application, not a substitute for it.

**APPLICATION FEE:** The St. Lawrence County Human Resources Department will be collecting an application fee of \$12.50 from examination applicants. The required fee must accompany your application and must be in the form of either a check or money order payable to the St. Lawrence County Treasurer. Write the number of the examination on your check or money order. **DO NOT SEND CASH.** As no refund will be made, you are urged to compare your qualifications carefully with the specified minimum qualifications and file for the examination only if you believe you are clearly qualified. Any application received after the last filing date will be returned along with the application fee. There will be a \$15.00 returned check fee of any returned check.

**APPLICATION FEE WAIVER:** A waiver of application fee will be allowed if you are unemployed and primarily responsible for the support of a household. In addition, a waiver of application fee will be allowed if you are determined eligible for Medicaid, or receiving Supplemental Security Income payments, or Public Assistance (Temporary Assistance for Needy Families/Family Assistance or Safety Net Assistance) or are certified Job Training Partnership Act/Workforce Investment Act eligible through a State or local social service agency. **All claims for application fee waiver are subject to verification, please complete a "Request for Application Fee Waiver and Certification" form and submit it with your application by the close of business on the Application Deadline as listed on the Examination Announcement. The "Request for Application Fee Waiver and Certification" form is located on the St. Lawrence County web site at:**  
[www.slcpersonnel.org](http://www.slcpersonnel.org) or by contacting the Human Resources Department at (315) 379-2210.

**GENERAL STATEMENT OF DUTIES:** This is a technical position providing professional and administrative services in the planning and application of soil, water, and natural resource conservation programs. The incumbent performs a variety of technical duties related to natural resource conservation on both private and public properties in the St. Lawrence County Soil and Water Conservation District. Assistance is provided to landowners, groups, and units of government. The work is carried out in accordance with standard, well-established, and proven environmental conservation practices and procedures as approved by the Board of Directors. Work is performed under the direction of the Conservation District Manager with leeway allowed for the exercise of independent judgment in carrying out details of the work. Oversight of contractors may be a responsibility of this position. This position also involves the responsibility for the day-to-day management of the county forests to insure that the forest resource is maintained and utilized in accordance with County policy. Incumbent plans, directs, and implements the proper development, protection, and harvesting of timber. Position also oversees the creation and maintenance of recreational trails and sites, forest roads, and boundary lines. The County's reforestation program is incorporated in the administrative, management, and supervising structure of the County's Soil and Water Conservation District. The incumbent does other work as required.

**NOTE:** Calculators are **PERMITTED** for this exam.

**SUBJECT OF EXAMINATION:** SEE ATTACHED EXPANDED SCOPE STATEMENT

Applications and application fees must be submitted or postmarked by the last filing date stated above. Normal business hours are 9:00 am to 5:00 pm except for the months of June, July and August; the hours are 8:00 am to 4:00 pm. Late applications and/or application fees will not be accepted. Candidates will be notified approximately two weeks prior to the examination site date, as to the time and place of the examination.

Date Published: December 22, 2011

APPLICATIONS AND FURTHER INFORMATION  
St. Lawrence County Human Resources Department  
48 Court Street, Canton, New York 13617-1169  
(315) 379-2210  
[www.slcpersonnel.org](http://www.slcpersonnel.org)  
(SEE REVERSE SIDE FOR GENERAL INSTRUCTIONS)

### **SITTING CONDITIONALLY FOR AN EXAMINATION**

Candidates who will receive a qualifying degree within four (4) months after the date of this examination will be allowed to sit conditionally. The candidates' name will be withheld from certification until proof of the qualifying degree has been received by the Human Resources Department. The candidate will be required to furnish proof that they have received said degree, **no later than four (4) months after the establishment of the Eligible List** resulting from this examination. Upon receipt of said proof within the time frame so stated, the candidate will become eligible for certification.

### **SPECIAL EXAMINATION ARRANGEMENTS**

Special accommodations for handicapped candidates will be made unless such accommodations would impose an undue hardship on the Human Resources Department. Written requests specifying such accommodations should be filed with the examination application in order to allow for the necessary documentation, determination and arrangements.

### **RELIGIOUS ACCOMMODATION**

Candidates who, because of a religious observance or practice, are unable to compete in an examination scheduled to be held by this office, will be rescheduled. Notification must be made in writing to the Human Resources Department with the examination application. The candidate will be notified by the Human Resources Department of an alternate test date.

### **MILITARY COMMITMENT**

Candidates who are unable to appear on the regularly scheduled examination date due to ordered military duty should contact the Human Resources Department for information regarding their rights to an alternate test date.

### **OTHER ALTERNATE TEST DATES**

Alternate examination dates may be granted for qualifying circumstances. A request for alternate examination date must be submitted to the St. Lawrence County Human Resources Department no later than the close of business on the next business day following the examination date, whenever practicable. Any alternate examination date administration beyond the Saturday following the scheduled Saturday examination date must be reviewed with the New York State Department of Civil Service.

### **CROSS FILERS**

Candidates taking both State and local examinations scheduled for the same day will take all examinations at a State site. Candidates must make arrangements 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.

### **VETERANS CREDITS**

For purpose of claiming Veterans Credits on a Civil Service examination, an applicant must have served in the armed forces of the United States at any time during the following periods:

Dec. 7, 1941 - Dec. 31, 1946

June 27, 1950 - Jan. 31, 1955

Feb. 28, 1961 - May 7, 1975

June 1, 1983 - Dec. 1, 1987

Oct. 23, 1983 - Nov. 21, 1983

Dec. 20, 1989 - Jan. 31, 1990

Aug. 2, 1990 - End of Persian Gulf Conflict

Disabled or Non-Disabled Veterans who claim additional credits will receive information as to the filing procedure approximately 2 weeks prior to the date of the examination. (See section 4 of the application for additional information)

### **CHILDREN OF FIREFIGHTERS AND POLICE OFFICERS KILLED IN THE LINE OF DUTY**

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 his 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.

### **WRITTEN EXAMINATION**

This written examination is 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 which deals with the rating of examinations will apply.

### **CONTINUOUS RECRUITMENT EXAMINATIONS**

Names of candidates from a continuous recruitment examination will be inter-filed on the continuing eligible list in rank order regardless of the date on which they took the test. A department/agency/municipality reserves the right to terminate the continuous recruitment program.

### **ELIGIBLE LISTS**

Eligible Lists will be ranked in the order of final rating, and will be established for a minimum of one year to a maximum of four years unless exhausted prior to that date. Established Eligible Lists may be extended by the Personnel Officer not to exceed four years.

### **NOTE TO CANDIDATES**

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. Books or other reference materials are also prohibited.

### **BACKGROUND INVESTIGATIONS, FINGERPRINTS AND FEES**

Fingerprinting is sometimes required at the time of appointment. If so, you may be required to pay the processing fee. Background Investigation: Applicants may 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.

**EXPANDED SCOPE STATEMENT**

*Conservation District Forester*

*Exam Date: 03/17/2012*

66-996

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

**1 Educating and interacting with the public**

These questions test for knowledge of techniques used to interact effectively with individual citizens and/or community groups, to educate or inform them about topics of concern, to publicize or clarify agency programs or policies, to negotiate conflicts or resolve complaints, and to represent one's agency or program in a manner in keeping with good public relations practices. Questions may also cover interacting with others in cooperative efforts of public outreach or service.

**2 Natural resources planning including environmental impact analysis and land suitability and capability analysis**

These questions test for knowledge of the principles and practices involved in the natural resources planning, environmental impact analysis, and land suitability determination processes; and may include such areas as information gathering; terminology used; responsibilities of various levels of government; developing comprehensive plans and the responsibilities of land planners; soil and water conservation practices; agricultural land and forest management practices; proper uses of undeveloped land areas; and the environmental impacts of various types of land development and land use projects.

**3 Principles and practices of forestry**

These questions test for knowledge of forestry principles and practices and may include such areas as forest and wilderness management, tree physiology, silviculture, dendrology, forest mensuration, insect and disease control, forest recreation, urban forestry, conservation of soil, water, and wildlife, and the utilization and marketing of wood products.

**4 Forest engineering including elementary forest surveying, forest road layout, and preparation and interpretation of maps**

These questions test for knowledge of elementary surveying and mapping principles, use of Geographic Information Systems (GIS), the ability to read and interpret maps, and knowledge of the proper procedures to use in the planning and layout of forest roads.

**5 Forest inventory and basic forest mensuration**

These questions test for knowledge of the principles and practices involved in forest inventory and forest mensuration activities, including proper tree measurements and timber cruising techniques; tools and equipment used in forest inventory and mensuration; units and basic computations related to tree and forest product measurements; and the productivity goals and merchandising considerations involved in forest inventory and mensuration.

**6 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. **You should bring with you a hand-held battery- or solar-powered calculator for use on this test. You will not be permitted to use the calculator function of your cell phone.**

**7 Preparing written material**

These questions test for the ability to present information clearly and accurately, and to organize paragraphs logically and comprehensibly. For some questions, you will be given information in two or three sentences followed by four restatements of the information. You must then choose the best version. For other questions, you will be given paragraphs with their sentences out of order. You must then choose, from four suggestions, the best order for the sentences.

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 "How to Take a Written Test" helpful in preparing for this test. This publication is available online at: [www.cs.ny.gov/testing/localtestguides.cfm](http://www.cs.ny.gov/testing/localtestguides.cfm)