

OR:

DUTCHESS COUNTY DEPARTMENT OF HUMAN RESOURCES ANNOUNCES AN OPEN COMPETITIVE EXAMINATION FOR:

Title Audio-Visual Technician

Number: 60015540

Salary: \$37,500-45,000 – Salary varies with each agency/municipality/school district

Date of Examination: 03/15/2025

Applications Accepted Until: 02/13/2025

Applications postmarked 02/13/2025 will be accepted.

Applications accepted until 4:30 p.m. Monday through Friday. Administration of an exam does not imply a vacancy exists.

A \$15.00 fee and examination application are required for each separately numbered examination: Application processing fee is payable by check, money order or credit card. Cash is **NOT** accepted. Check or money order must be made payable to "Commissioner of Finance" with the examination number and title indicated on the check or money order. The fee may be waived for candidates meeting certain criteria. See application for more details regarding fee waiver. **Read the announcement carefully**; **the application processing fee will NOT** be refunded to disapproved applicants.

<u>VACANCY</u>: The eligible list established as a result of this examination will be used, when appropriate, to fill vacancies as they occur in all units under the jurisdiction of the Dutchess County Department of Human Resources.

<u>MINIMUM QUALIFICATIONS</u>: On or before March 15, 2025, to be eligible for this examination, applicant must meet the following minimum qualifications:

EITHER: (A) One year of full time work experience which primarily involved the operation, maintenance or repair of radios,

televisions, video equipment, small computer systems, or related equipment; Completion of an acceptable formal educational program designed to prepare students for a career in audio-visual

or electronic equipment technology and repair;

OR: (C) An equivalent combination of training and experience as indicated in (A) and (B) above.

Anticipated Eligibility – Age and Educational Requirements:

(B)

According to Civil Service Law, section 54 which became effective September 4, 2024, applicants who are within 12 months of meeting the minimum age or attaining the minimum educational requirements following the date of examination, may take the civil service exam, but will be restricted from certification until such a time that the minimum age or educational requirements are met.

NOTE: Unless otherwise specified, part-time experience will be pro-rated towards meeting the full-time experience requirements.

SPECIAL REQUIREMENT: Possession of a valid New York State Motor Vehicle Operator's license.

DUTIES: This is technical work with the responsibility for the repairs, maintenance, and operation of audio-visual equipment. The work is carried out in accordance with established procedures. Scheduling of work priorities is determined jointly on the basis of user need and departmental workload. In addition, incumbents may become involved in personal computer maintenance and operation, depending on departmental needs. Work is performed under the general supervision of an administrative employee of higher rank, and technical advice may be received from others. General supervision is exercised over student aides or subordinate employees. In some agencies, assignments may be received for other than normal work hours. **EXAMPLES OF WORK (Illustrative Only)**: Inspects and makes mechanical and simple electronic repairs and adjustments to film projection equipment, cameras, personal computers, phonographs, tape recorders, amplifiers, audiometers and other sound equipment; distributes audio-visual equipment and materials according to the need of the user; delivers audiovisual equipment and materials when requested by department; edits, records, and duplicates recorded or live material to produce AV/TV programs for non-commercial use, including public service announcements, event status and emergency response notifications; checks and adjusts television receivers and makes mechanical and simple electronic repairs as necessary; receives and sorts film for distribution to various departments in accordance with requests; instructs students and faculty in the use of AV equipment; takes inventory and orders parts; keeps records and makes reports; inspects, cleans, splices, rewinds, labels and stores films and slides; installs and maintains CCTV networks; may operate still and motion picture projectors, and video or television cameras; may record concerts, radio or television programs, public meetings, plays or other theatrical performances; may give technical assistance and instruction to students in stagecraft and communications classes; may assist in stage lighting and set design; may be required to attend training and later assist users with personal computer hardware and software needs; may make adjustments, simple repairs and perform routine maintenance on microcomputer systems, video cassette recorders camcorders and other video equipment.

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

Basic arithmetic computations

These questions test for the ability to perform basic mathematical calculations and may include problems involving addition, subtraction, multiplication, division, fractions, decimals, and percentages.

Use of electronic test equipment

These questions test for knowledge of the principles and practices involved in the use of electronic test equipment, including identification and proper selection of electronic test equipment.

Repair, maintenance, and operating characteristics of electronic equipment

These questions test for knowledge of the operating characteristics, proper maintenance, troubleshooting, and repair of electronic equipment.

Understanding and interpreting technical material

These questions test for the ability to read, understand, and interpret technical material related to electronics. Reading selections will be provided in the test booklet and questions will be asked based on these reading selections. All the information needed to answer the questions will be provided in the reading selections.

Test guide

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.

The use of calculators is **RECOMMENDED** for this exam.

DUTCHESS COUNTY IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER. APPLY ONLINE AT WWW.DUTCHESSNY.GOV/JOBS

****IMPORTANT SEE REVERSE IMPORTANT****

ISSUED: 01/27/2025

FOR ADDITIONAL EXAMINATION INFORMATION OR TO APPLY ONLINE VISIT OUR WEBSITE

AT https://dutchess-portal.mycivilservice.com/ or dutchessny.gov/jobs

When the 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 administration of this examination, including rating and review, is governed by the provisions of the New York State Civil Service Rules and Regulations.

<u>RETURNED CHECK FEE</u>: A \$20.00 fee will be required for all returned checks. Failure to submit the returned check fee will disqualify you from the exam in which you participated.

<u>FINGERPRINTING</u>: An appointing authority may require a fingerprint supported background investigation before appointment. The candidate may be responsible for paying any associated fees with this service.

<u>MULTIPLE EXAMINATIONS</u>: If you are applying for civil service examinations offered by other government jurisdictions (New York State, another county, city, etc.) that are being held on the same date as this examination, you must make arrangements to take all examinations at one test site. Note: If you have applied for both New York State and Dutchess County examinations, you must take all examinations at the State site. **You are required to complete and return a <u>Cross-Filer Form</u>, available on the Dutchess County website <u>www.dutchessny.gov</u>, to the Dutchess County Department of Human Resources no less than two (2) weeks prior to the examination date**. Failure to provide such information within this time frame may result in disqualification from one or more examinations.

<u>ALTERNATE TEST DATES</u> may be arranged upon review of documented circumstances in accordance with established policy. Such arrangements must be made prior to the exam except for emergency situations or active military service.

<u>RELIGIOUS ACCOMMODATION</u>: – If you cannot take the test on the announced test date (most written exams held on Saturdays) due to a conflict with a religious observance or practice, indicate this on your application. You will be granted an alternate test date, usually during the following week.

<u>SPECIAL ACCOMMODATION</u>: If you require an accommodation or special assistance in taking an exam, indicate this on your application. Documentation will be required.

<u>WEATHER</u>: In case of inclement weather the morning of the examination, please call the Examinations Hotline at 845-486-2167 and select option 3. You may also listen to the following radio stations for possible delays or other updates:

WEOK/WPDH WKIP/Q92 WBNR/WSPK WCZX WGNY WRWD/WBWZ 1450AM 1260AM 107.3FM/93.3FM 1390AM 97.7FM 1220AM 101.5FM 92.1FM 104.7FM 103.1FM

<u>COLLEGE CREDITS AND/OR DEGREE</u>: Your degree or college credit must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at http://www.cs.ny.gov/jobseeker/degrees.cfm. You must pay the required evaluation fee.

<u>VETERANS</u>: Military personnel who are either in the service at time of examination or who have already been discharged may apply for disabled or non-disabled veterans' credits if they meet established criteria. Candidates who are interested in these additional credits should request an application and information sheet from the Dutchess County Department of Human Resources. Veterans' application forms will also be available on the website and upon request at the examination center. The completed forms and DD-214 (Member 4 Copy) must be received in the office as soon as possible after the examination date or before the eligible list for this examination is established.

<u>CALCULATORS</u>: 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.

<u>ADMISSION TO EXAMINATION</u>: Do not interpret a notice to appear for, or actual participation in the examination to mean that you have been found to meet fully the announced requirements.

Depending on the time available before an examination, applicants may be admitted to the examination on the basis of statements made on the application or conditionally, without prior review of the application. Such statements may not be reviewed and/or verified until after the examination is held. At that time, those candidates not meeting the requirements are disqualified. Candidates who are subsequently disqualified after taking the test will NOT be notified of their score.

If you do not receive a notice <u>three days prior</u> to the date of examination informing you whether or not you are to be admitted to the examination, call the Dutchess County Department of Human Resources immediately at 845-486-2169.

<u>CHANGE OF ADDRESS</u>: Notify this office immediately of any change of address. The appropriate change of address form is available on the website, in the Dutchess County Department of Human Resources, and will be available at the examination center.

RESIDENCE PREFERENCE: Pursuant to Section 23.4a of Civil Service Law, preference in appointment from open-competitive lists may be given to candidates who have been residents in a locality or school district in which appointment is to be made for at least 30 days prior to certification of the eligible list. For appointment in some jurisdictions you may be required to become a resident thereof in accordance with law or resolution.

NOTE: 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.

<u>APPLICATIONS</u>: May be obtained online at <u>www.dutchessny.gov</u>, by sending a legal-sized, self-addressed, stamped envelope or visiting the Dutchess County Department of Human Resources, 22 Market Street, Poughkeepsie, NY 12601 (9 a.m. - 5 p.m., Monday through Friday).

"HOW TO TAKE A WRITTEN TEST" and questions and answers about MUNICIPAL CIVIL SERVICE EXAMINATIONS publications are available on and can be fully downloaded from the New York State Department of Civil Service website www.cs.ny.gov/testing/localtestguides.cfm.