

**STATE CIVIL SERVICE  
COMMISSION. MANUAL OF  
EXAMINATIONS FOR THE STATE  
AND COUNTY SERVICE (REVISED  
TO JULY 1, 1903)**

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State Civil Service Commission. Manual of Examinations for the State and County Service  
(Revised to July 1, 1903) by Various

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**VARIOUS**

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STATE CIVIL SERVICE COMMISSION

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MANUAL OF EXAMINATIONS

FOR THE

STATE AND COUNTY SERVICE

(Revised to July 1, 1903)

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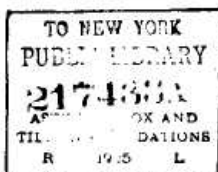
Your inquiry is probably answered in this manual.  
Search carefully before making written inquiry.  
If compelled to write, state whether you have  
the manual or not. . . . .

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The Reports of the Commission, showing its work and containing the civil-service  
act, rules and regulations, can be consulted at the principal public libraries.

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ALBANY  
1903  
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## THE CIVIL SERVICE LAW.

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The work of the Civil Service Commission is governed by the "Civil Service Law," which is chapter 370 of the Laws of 1899. It provides for a State Civil Service Commission of three members which is charged with the duty of making rules governing appointments and promotions in the classified service of the state, and of its civil divisions except cities, and of holding examinations for such appointments. The law also provides for a municipal civil service commission in each city of the state with similar duties respecting the civil service of the city. The rules of the State Commission become effective on the approval of the Governor and those of the municipal commissions on the approval of the mayor of the city and of the State Commission.

*The classified service* is defined by the law and includes practically all subordinate offices and positions in the public service except officers and employees of legislative bodies (including boards of supervisors and councils or boards of aldermen in cities), military employees, and superintendents, principals and teachers in public schools. Positions in the classified service are placed by the law and rules in four classes, viz.:

*The exempt class*, containing positions to which appointment may be made without certification or examination by the Commission.

*The competitive class*, to which appointment must be made from the eligible lists resulting from open competitive examinations held by the civil service commissions, by transfer or promotion from some other position in the same class, or by reinstatement of some person previously separated from the service.

*The non-competitive class*, to which appointments are made after non-competitive examination by the Commission of persons nominated by the head of the department.

*The labor class*, to which appointments in the cities are made from lists of applicants registered in the order of their applications; in the state and county service appointments to positions classified as labor positions are made without registration or examination in the same manner as to positions in the exempt class.

The Commission has no power of appointment or removal except for positions in its own office. It has no control over appointments to exempt positions, nor over nominations for non-competitive positions. For positions in the competitive class, the Commission holds competitive examinations throughout the state from time to time in accordance with the needs of the service. The names of successful competitors are placed on the eligible lists in the order of their relative standing in the examination, except that veteran soldiers, sailors and marines, honorably discharged from the service of the United States in the late civil war, who are successful in the examinations, are entitled to be placed at the head of the eligible lists and to be preferred in certification and appointment over others. When an appointing officer

notifies the Commission of a vacancy, three names are certified from the head of the appropriate eligible list, from which he selects one for appointment. His discretion in making such selection is absolute, except that the law requires that it shall be made without regard to political considerations.

This Manual contains descriptions and specimen questions of the more important open competitive examinations held by the Commission, and full information as to the method of entering the public service through examination. Most of the questions which correspondents ask are answered herein more completely than they can be by correspondence. Persons seeking information should, therefore, study the Manual carefully before making written inquiry.

#### CIVIL SERVICE OF COUNTIES

Under the provisions of section 9 of the Civil Service Law, the State Civil Service Commission, with the approval of the Governor, has extended the state civil service rules to cover the civil service of the counties of Erie, Kings, New York, Queens and Richmond, and has classified the various offices and positions in such service. The date of this extension and classification was June 16, 1900. Appointments to positions in the county service classified in the competitive class are made from eligible lists prepared after examinations held by the State Commission. So far as they are applicable the general eligible lists of the State Commission will be certified for county positions, with the restriction that only residents of the county will be certified for the county service of any county. The lists for apothecary, bookkeeper, chief engineer, clerk, court attendant, court clerk, court stenographer, electrical engineer, fireman, junior clerk, matron, messenger, officer of institution, page, physician, steam engineer, stenographer, watchman, are mentioned as among those especially applicable to county positions, though the Commission will certify any appropriate eligible list for a position in the county service and will hold special examinations for such positions only when there is no appropriate list already established. Persons applying for county positions will, therefore, be notified for the general examinations for state and county positions so far as they are applicable.

#### CIVIL SERVICE OF CITIES

This Commission does not receive applications for admission to the civil service of the cities of the state. All such applications should be directed to the secretary of the municipal civil service commission in the city where employment is desired.

#### THE UNITED STATES CIVIL SERVICE

The New York State Civil Service Commission has nothing to do with examinations for United States civil service positions. For information concerning appointment to and examinations for the federal service, apply as follows:

For mechanical trades and minor positions in the engineer department, navy yards, ordnance department or government hospital for the insane, apply to the local board of examiners for the engineer district, navy yard,



ordnance establishment or hospital, and for minor positions in public health and marine hospital service, to the medical officer at the hospital or station where employment is desired.

For all clerical or professional positions in the services named above, and for all positions in the railway mail, internal revenue, Philippines and departmental services apply to the United States Civil Service Commission, Washington, D. C.

For all positions in the post-office or custom-house service apply to the local board of examiners, and for the position of rural free-delivery carrier, to the postmaster, at the post-office or custom-house, and for all positions in the lighthouse service, to the inspector of the lighthouse district, in which employment is desired.

#### EXEMPT, NON-COMPETITIVE AND LABOR POSITIONS

The positions in the exempt and non-competitive classes are enumerated in the civil service rules, and the positions classified as laborers are enumerated in the regulations. The Commission does not receive applications for such positions and as a rule cannot answer inquiries concerning them. Such applications and inquiries should be addressed to the superintendent of the institution or the head of the department having the power of appointment to the position.

#### DATES AND PUBLIC NOTICE OF EXAMINATIONS

There are no regular dates for any examinations held by the Commission. Dates are fixed for the various examinations in accordance with the needs of the service and public notice is given about one month in advance by notices mailed to newspapers in all parts of the state for publication and also by notices posted in the larger post-offices throughout the state. Inquiries as to the date of examination for any position cannot usually be answered until such notices are issued. About four weeks prior to each competitive examination a detailed circular of information is issued stating the positions for which examinations are to be held, the subjects of examination, preliminary requirements, etc., and this is mailed to all persons having applications on file and to all who request information concerning the examinations covered by the circular.

Special examinations will be called only when there is need for them to fill existing or prospective vacancies, and never upon the request of an applicant.

#### MAILING LIST

There are many positions in the state and county service in which vacancies occur very infrequently, perhaps only once in several years, and for which examinations are correspondingly infrequent, and others for which the large number of applicants renders annual examinations unnecessary. The names of persons making inquiry concerning such examinations will be placed on a mailing list for notice of the examination when held. Persons making general inquiry should specify as nearly as possible the nature of the positions or examination in which they are interested so that their inquiries may be intelligently answered.

## APPLICATIONS

All candidates for examination are required to make out applications on regular blanks furnished by the Commission. Applicants should use great care in executing their applications, answering every question on the blank, and carefully reviewing the jurat, physician's certificate, vouchers and application to see that all blanks are filled and all questions answered, and should forward them at the earliest date possible after the announcement of the examination. The object of the application is to show that the applicant is entitled to enter the examination by age, residence, citizenship, etc., at the time of the examination, and also to furnish the address of the applicant for such notices as the Commission needs to send. It is, therefore, important that the Commission be notified of any change in the address or residence occurring after the application is filed.

The Commission will receive applications for any competitive position at any time, but unless received at the office of the Commission by noon of the fifth day prior to the date set for the examination, they may not be accepted for that examination and the candidate may have to wait for the next examination. So far as practicable the Commission will notify and examine persons who are unable to complete their applications and file them by the time specified, provided notice by letter or telegram of their desire to be examined, stating the place and kind of examination desired, reaches the office in time to permit the shipment of supplies for the examination, but it *cannot agree to do so, nor accept responsibility* for delay or miscarriage of requests, circulars, applications or notices. Requests for application blanks and information should be addressed to "Chief Examiner, State Civil Service Commission, Albany, N. Y." and should if possible be sent so as to reach the Commission ten days before the date of examination, so as to insure ample time for completion and return of application.

Applicants of record will be notified by mail of the time and place of examination, usually about ten days in advance. If sickness or other sufficient cause prevents an applicant from attending the examination for which he is notified, he may, by returning his notice, have his application kept on file for a future examination, provided such examination occurs within one year from the original filing of the application. Otherwise an application is good for only one examination and an applicant having entered one examination must file a new application for a subsequent examination either of the same or another kind.

## PERSONS WHO WILL NOT BE EXAMINED

No person is eligible to a competitive examination—(a) who is not a resident and citizen of New York state (except as indicated below), (b) who is not within the age limitations prescribed for the examination for which he applies, (c) who is physically disqualified for the service which he seeks, (d) who is addicted to the habitual use of intoxicating beverages to excess, (e) who has been dismissed from the public service for delinquency or misconduct within one year preceding the date of his application, (f) who has failed, after probation, to receive absolute appointment to the position for which he again applies, within one year from the date of the expiration of his probationary

service, (g) who, within nine months has taken the same kind of examination for which he wishes again to apply, (h) who has made a false statement in his application or has been guilty of fraud or deceit in any manner connected with any application or examination under the Commission, or who has been guilty of crime or infamous or notoriously disgraceful conduct.

Non-residents or non-citizens may be admitted to examination for the following positions: Attendants, nurses and orderlies in asylums and hospitals and similar institutions; also for positions as scientists, technical and trade instructors and positions requiring special training and education, provided that if the eligible list resulting from any examination held for such a position contains the names of three or more persons who are citizens and residents of New York state, such persons shall be preferred in certification to non-residents.

#### AGE LIMITS FOR POSITIONS IN THE COMPETITIVE CLASS

No application for examination will be accepted unless the applicant is within the age limitations fixed herein for entrance to the position for which he seeks to be appointed. The age limitations for entrance to positions in the different branches of the service are as follows:

Stenographer, telegrapher, stenographer and telegrapher, messenger, chainman, tracer, minimum age, eighteen years; regents' clerk, minimum age, sixteen years; page, minimum age, fourteen years, maximum, eighteen years; junior clerk, minimum age, sixteen years, maximum, twenty-one years; pupil nurse, minimum age, twenty-one years, maximum, thirty-two years. For all other positions the minimum age limit is twenty-one years, with no maximum limit. (As amended September 27, 1899; January 24, 1900.)

#### PRELIMINARY REQUIREMENTS AS TO EDUCATION, EXPERIENCE, ETC.

No application for examination will be accepted unless the applicant satisfies all the preliminary requirements as indicated in the description of the particular examination. For professional positions candidates will be required to have the licenses required by law for practice of their respective professions in the state of New York. For positions in the Regents' office candidates must be graduates of a recognized high school or have an equivalent education, according to the standard of the Regents. For positions involving a knowledge of any trade candidates will be required to present evidence of having served the customary apprenticeship at such trade.

#### WHERE EXAMINATIONS MAY BE TAKEN

The Commission is required by law to hold examinations for all positions, except those the examinations for which "require special tools, machinery, appliances or laboratory facilities," in the following cities and towns:

Albany	Hornellsville	Newburg	Rochester
Amsterdam	Ithaca	New York	Syracuse
Auburn	Jamestown	Ogdensburg	Utica
Binghamton	Kingston	Olean	Watertown
Buffalo	Lockport	Plattsburg	
Elmira	Malone	Poughkeepsie	